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TOWN OF NEEDHAM

ANNUAL REPORT

1711—2014

NEEDHAM,

MASSACHUSETTS

COVER AND BACK PHOTOS:

This year we celebrate the Needham Town Common and its statues, located in front of the Town Hall. Cover photos are stock inventory and back cover is curtesy of Mike Logan from the Needham Parks & Forestry Department.

This 2014 Annual Report is Dedicated to Ford Peckham

Ford Peckham was born in Springfield, Massachusetts. While his family moved frequently due to his father's job, his family settled in Needham in 1954, when Ford was in the 6th grade. Sixty-one years later, he still resides in Needham.

Ford graduated from Catholic Memorial High School in 1961, part of the first graduating class, where he played hockey for the first two years that Catholic Memorial had a hockey team. He graduated from Stonehill College with a B.S. in Economics and received his Masters in Economics from Northeastern University.

After graduating from Northeastern, he worked for the United States Treasury in Financial Institution Regulations. He worked for 31 years then took early retirement. In his retirement years, Ford went to work for the Needham Golf Club. Although he doesn't play golf, he truly enjoys taking care of the property, mowing the fairways and sometimes the rough. He reports that watching the golfers is also a fun pastime, especially on Tuesdays when the Golf Course is open to the public.

Ford states that the best thing he ever did was join the Finance Committee (1996-1999); he was one of the last three appointments made by then Moderator Richard Melick. It was when he was having his picture taken for the Finance Committee's Annual Report submission that he met Jane Howard. Their first date was a college hockey game, and Ford describes it as the first night of the best ten years of his life.

Ford is a consummate baseball fan and loves the Toronto Blue Jays. He enjoys walking and reading mysteries, current events and WWII History. He doesn't subscribe to cable television at his home, preferring to enjoy British mysteries on public television. Most of all, he is an avid supporter of Northeastern Hockey and opines that "they were robbed of the Beanpot this year".

Ford has served the Town in numerous ways, including on the Traffic Management Advisory Committee, the Finance Committee, the Cable Advisory Television Committee, the Commissioners of Trust Funds, the Electric Utility Deregulation Study Committee, and the DPW Fleet Study Committee. Ford's civic memberships include ten years of service with the Exchange Club, where he worked on the Child Abuse Prevention Program, coaching CYO Baseball for St. Bartholomew's, and working the election polls at Newman School for several years.

Ford has been a Town Meeting Member since 1995, except for the years 2007 and 2008. When asked about his impressions of serving for 20 years as a Town Meeting Member, Ford replies that there is a wealth of knowledge and experience among his fellow Town Meeting members that, for unknown reasons, doesn't get expressed. He urges his fellow Town Meeting Members to express their thoughts. It doesn't matter which side of the issue they speak to, as long as they speak!

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A Message from the Board of Selectmen

The Annual Town Report is a document that is issued each spring containing information from the fiscal year that ended the previous June. First and foremost, the report is intended to provide citizens with an accounting of the appropriations and expenditures of the previous fiscal year. The report also contains descriptions of the operations and accomplishments of the various Town departments, boards, and committees, and those regional organizations that had an impact on the operations of the Town in fiscal year 2014.

The Town produces several other documents that will provide residents and property owners with information on Town operations. The Town Manager's Fiscal Year 2016 proposed budget can be obtained from the Office of the Town Manager or at the Town's website at www.needhamma.gov. The budget document contains an analysis of the Town's current financial condition and trends affecting municipal finance. Also included in the proposed budget are goals and objectives of the various departments, boards and committees for the coming year. A companion document to the Proposed Budget is the 2016-2020 Capital Improvement Plan, a summary of which is included in the Proposed Budget for easy reference. The CIP contains valuable information about the capital projects that have been funded in the past four years and those proposed for fiscal year 2016 through 2020. The document also includes a comprehensive list of the Town's outstanding and proposed debt financing obligations. The entire 2016 – 2020 Capital Improvement Plan is also available on the Town's website. The warrant for the 2015 Annual Town Meeting is also available online. It provides interested residents with the items that will be debated at the Town Meeting. The warrant includes the Annual Report of the Finance Committee, as well as the Finance Committee's proposed budget for fiscal year 2016. The warrant also includes a summary table of the Town's current debt obligations.

The Board of Selectmen and Town Manager wish to thank the Town staff and the many citizens, volunteers, committee members and others, whose invaluable contribution of time, energy and talent makes it possible for Needham to maintain a well-managed, civic-minded community. At the end of this Annual Report you will find a list of the many individuals who have served the Town this past year. Residents wishing to volunteer for any board or committee appointed by the Selectmen should send a letter of interest to the Selectmen's Office at Town Hall or visit www.needhamma.gov/committeevacancy.

~ Community Profile ~

The Town of Needham is located on rocky uplands within a loop of the Charles River in Eastern Massachusetts. The town is bordered by Wellesley on the west and northwest, Newton on the north and northeast, the West Roxbury section of Boston on the east, Dedham on the southeast and south, and Westwood and Dover on the south. Needham is ten miles southwest of Boston, twenty-nine miles east of Worcester, and about 208 miles from New York City. The town has a total area of 12.70 square miles and a total land area of 12.61 square miles.

Needham is situated in the greater Boston area, which has excellent rail, air, and highway facilities. Principal highways are State Routes 128 (the inner belt around Boston) and 135, and Interstate Route 95, which shares the same roadway as State Route 128. Commuter rail service is available via four stations to Back Bay Station and South Station in Boston. Needham is a member of the Massachusetts Bay Transportation Authority (MBTA), which provides fixed bus route service between Needham Junction and Watertown Square.

Needham was incorporated in 1711 and has experienced numerous changes over its history. Early settlers relied primarily on agriculture and grazing plus some winter lumbering with orchards and tanneries as supplements in the 1700s. Saw and gristmills were opened along the Charles through the 18th century. Extension of the rail and land speculation encouraged settlement, and the town saw the growth of industrial employment and production at the same time during the mid-19th century. Needham manufacturers made knit goods, underwear, hats, shoes and silk, although attempts to cultivate silk worms were short-lived.

Land speculation, housing development and knitted underwear continued to be the foundation of Needham's economy into the 20th century, with the famous William Carter Corporation prominent in the children's knitwear industry. The construction of Route 128 in 1931 opened portions of the town to development as part of the high-tech highway in the post-World War II electronic industrial boom. The creation of one of the nation's first industrial parks in 1950, the later addition of high technology firms, the improvement of access to Route 128 and Boston, and Needham's fine schools and public services have contributed to the Town's emergence as one of the more desirable suburbs of Boston.

While Needham has developed over the years, population figures have remained relatively stable since the 1970s, ranging from 29,748 in 1970 to 27,901 in 1980 to 27,557 in 1990 to 28,911 in 2000 to 28,886 in 2010 (source: U.S. Census).

GENERAL GOVERNMENT

SECTION CONTENTS:

- Board of Registrars / Town Clerk
- Board of Selectmen / Town Manager
- Commissioner of Trust Funds
- Department of Finance
  - Assessors
  - Accounting
  - Information Technology
  - Parking Clerk
  - Treasurer / Collector
- Finance Committee
- Legal Department
- Needham Contributory Retirement System
- Personnel Board

NEEDHAM TOWN HALL – 1471 HIGHLAND AVENUE

TOWN CLERK

Theodora K. Eaton, MMC, Town Clerk
Helen F. Atkinson, Assistant Town Clerk
Sharon L. Tedesco, Dept. Specialist
Kevin T. Pendergast, Dept. Assistant
Joyce M. Carlezon, Part-time
Marie Crimmins, Part-time

Historically, the position of Town Clerk dates back to biblical times when clerks were often considered scribes or scholars. Their writings became the official records of the period. Today the Town Clerk continues as the official record keeper for the town and records all official business conducted at Town Meetings and elections and provides a wide variety of services to the general public as well as local, state and federal governments. The major functions of the Town Clerk's Office are spelled out in over 73 chapters and 400 sections of the Massachusetts General Laws as well as local Town By-Laws. Other responsibilities include records management, registration and certification of vital statistics, voter registration, licensing, compilation of the Annual Census and the Street/Voting Lists, Board of Appeals and Planning Board decisions, and the most complex - those relating to elections and Town Meeting. Fairly new is the State Ethics Commission's enabling act of 2009 which requires city and town clerks to provide municipal employees, including elected and appointed officials, with an annual summary of the Conflict of Interest Law as well as instruction on how to complete the mandatory online training requirements biannually. Another part of this legislation, the revision of the Open Meeting Law, provides that municipal clerks are now required to post meeting notices and agendas of all committees and boards at least 48 hours prior to the meeting exclusive of Saturdays, Sundays, and holidays. This seemingly simple requirement can be quite time consuming in a community of almost 31,000!

The Town Clerk's Office is often considered the core of local government serving as the central information point for local residents. The Town Clerk's Office serves as Commissioners to Qualify Oath of Office for the Commissions Division of the Office of the Secretary of The Commonwealth and, until January 1, 2012, as licensing agents for the Division of Fish & Wildlife. At that time the Division of Fisheries & Wildlife began to issue licenses electronically. One of the requirements was that the State's vendor would withdraw license fees from the Town's checking account on a weekly basis. Since this was not permitted by most communities (including Needham) we could not continue selling Fish and Game licenses. From July, 2000 until May, 2011 the Town Clerk's Office served as a Passport Agency for the U. S. Department of State. The U. S. Department of State has determined that offices in which birth certificates are issued can no longer serve as a Passport Agency. Luckily, the Needham Town Manager's Office has taken over this process.

The number of Town Meetings and elections varies from one fiscal year to the next ranging from one Town Meeting and one Election to multiple Town Meetings and Elections (not including any specials called by the Commonwealth of Massachusetts or the Board of Selectmen). The Annual Town Election is held on the second Tuesday in April and the Annual Town Meeting begins on

the first Monday in May according to Needham's Town Charter. Fiscal Year 2014 was a much quieter year than Fiscal Year 2013! Instead of **seven** elections, **three** Special Town Meetings, and **one** Annual Town Meeting, we had **one** Fall Special Town Meeting, **one** Annual Town Election, **one** Annual Town Meeting and **one** Special Town Meeting in the Spring. The following is a comparison of the number of elections and town meetings in Fiscal Year 2013 and 2014:

FISCAL YEAR 2013

- State Primary – Thursday, September 6, 2012
- Special Town Meeting – Monday, October 29, 2012
- State Election – Tuesday, November 6, 2012
- Special Town Election – Tuesday, November 6, 2012
- Special Town Meeting – Monday, December 3, 2013
- Annual Town Election – Tuesday, April 9, 2013
- Special State Primary – Tuesday, April 30, 2013
- Annual Town Meeting – Monday, May 6, 2013
- Special Town Meeting – Monday, May 13, 2013
- Special State Election – Tuesday, June 25, 2013
- Special Town Election – Tuesday, June 25, 2013

FISCAL YEAR 2014

- Special Town Meeting – Monday, November 4, 2013
- Annual Town Election – Tuesday, April 8, 2014
- Annual Town Meeting – Monday, May 5, 2014
- Special Town Meeting – Monday, May 12, 2014

The Special Town Meeting of November 4, 2013 disposed of 23 articles in one session; the Annual Town Election passed two ballot questions in addition to the election of Town Officers. The Annual Town Meeting beginning May 5, 2014 disposed of 43 articles in three sessions; and the Special Town Meeting of May 12, 2014 held within the Annual Town Meeting disposed of 3 articles.

FY2014 HIGHLIGHTS

The Special Town Meeting of November 4, 2013 approved 22 of 23 articles including two zoning by-law amendments and three general by-law amendments. The Annual Town Election on Tuesday, April 8, 2014 passed Ballot Question #1 to allow the sale of all alcoholic beverages by restaurants with a seating capacity of less than 100 persons by a vote of 4,414 Yes to 828 No. Ballot Question #2, a general override for the School Department in the amount of $ 1,548,410, passed by a vote of 2,984 Yes to 2,307 No. The Annual Town Meeting approved 36 of 43 articles including four Zoning By-Law amendments and three General By-Law amendments. Under Article 11 Town Meeting approved the FY2015 Operating Budget in the amount of $129,242,307. Total appropriations including the Operating Budget approved at the Annual Town Meeting totaled $150,943,170. An additional $1,652,200 was authorized for borrowing which includes rescinding prior borrowing authorization in the amount of $47,800. The Special Town Meeting of May 12, 2014 approved two of the three articles. The Zoning and General By-law amendments of all Town Meetings were subsequently approved by the Attorney General.

The following is a comparison of the Town of Needham's vital statistics compiled during the past six fiscal years.

VITAL STATISTICS

	FY14	FY13	FY12	FY11	FY10	FY09
Births to Residents:						
7/1/13 - 12/31/13	141	126	149	132	164	161
1/1/14 - 6/30/14	134	153	149	129	126	134
Total Births:	**275**	**279**	**298**	**261**	**290**	**295**
Deaths: Residents						
7/1/13 - 12/31/13	116	112	125	117	139	106
1/1/14 - 6/30/14	134	113	183	126	122	124
	250	225	308	243	261	230
Deaths: Non-Residents						
7/1/13 - 12/31/13	143	85	73	124	114	114
1/1/14 - 6/30/14	123	137	117	111	150	147
	266	222	190	235	264	261
Total Deaths:	**516**	**447**	**498**	**478**	**525**	**491**
Marriages:						
7/1/13 - 12/31/13	45	49	51	69	50	57
1/1/14 - 6/30/14	44	33	30	31	26	43
Total Marriages:	**89**	**82**	**81**	**100**	**76**	**100**

Dog Licenses Issued: 7/1/13- 6/30/14	FY14	FY13	FY12	FY11	FY10	FY09
Male & Female Dogs @ $15/$25	193	145	238	164	169	150
Spayed & Neutered Dogs @ $10/$20	2782	2552	2513	2591	2361	2423
Kennels @ $ 25/$50	42	43	45	42	41	37
Kennels @ $ 50/$75	9	8	9	7	7	7
Kennels @ $100.	0	0	0	0	1	1
Hearing Dogs - No Charge	2	0	0	0	1	0
Seeing Eye Dogs - No Charge	0	1	1	0	1	3
Transfers @ $1.00	0	7	5	3	3	13
Prior Years' Licenses (67 @ $10)	67	17	30	28	19	25
Prior Years' Licenses (9 @ $15)	9					
Replacement Licenses @ $1.00	19	21	16	31	17	24
TOTAL	**3123**	**2794**	**2857**	**2866**	**2619**	**2684**

*The Board of Selectmen voted to increase the dog license fees effective January 1, 2014. The second dollar amount in each category represents the new fee.

FISCAL YEAR REVENUES PAID TO TOWN TREASURER

Fiscal Year	2014	2013	2012	2011	2010
Passports	$0	$0	0	3,650.00	5,550.00
General Fees	$104,885.10	$100,086.90	82,911.30	113,498.42	97,816.73
Liquor Licenses	$96,630.00	$75,805.00	74,724.00	70,095.00	84,470.00
Other Licenses	$24,387.00	$20,498.00	19,823.00	21,192.00	20,662.00
Dog Licenses	$61,635.00	$29,368.00	30,731.00	30,089.00	27.840.00
Fish & Game	$0	$0	34.25	141.70	210.15
	$287,537.10	$225,757.90	$208,223.55	$238,576.12	$236,548.88
SOS, UCC	$0.00	$0.00	$0.00	$0.00	$0.00
Reimbursements	$0.00	$0.00	$0.00	$0.00	$0.00
Sub Total	$287,537.10	$225,757.90	$208,223.55	$238,576.12	$236,548.88
Fish & Game Paid to State	$0	$0	$605.25	$2,487.50	$4,006.50
TOTAL	**$287,537.10**	**$225,757.90**	**$208,828.80**	**$241,063.62**	**$240,555.38**

The Town Clerk's Office is oriented to serve the public and is open daily from 8:30 a.m. until 5:00 p.m. Monday through Friday and from 7:30 p.m. to 9:00 p.m. on the second and fourth Tuesday evenings except for July and August when the office is open from 7:30 p.m. to 9:00 p.m. on the third Tuesday evening. Please check with the Town Clerk's Office for any changes in special evening hours.

BOARD OF REGISTRARS

John W. Day, Chairman
Barbara B. Doyle
Mary J. McCarthy (Retired 3/1/13)
Ann M. Cosgrove (3/19/13 to 6/30/15)
Theodora K. Eaton

PURPOSE

The Board of Registrars consists of four members of which one member is the Town Clerk by virtue of the office. The remaining members are appointed by the Board of Selectmen for alternate three year terms. This Board can be compared to an Election Commission in a city and the Elections Division of the Office of the Secretary of the Commonwealth at the state level. The Board must always contain, as nearly as possible, representatives of the two leading political parties - Democrats and Republicans - and no more than two members of each. Our long time Registrar, Mary J. McCarthy, retired on March 1, 2013 after more than 35 years of service as one of Needham's Registrars. We wish her the very best in all future endeavors. She will be missed by all. Subsequently, the Board of Selectmen appointed a new Registrar effective March 19, 2013. We welcomed Ann M. Cosgrove as the newest member of the Board of Registrars.

The Town Clerk and office staff carries out the functions of the Board of Registrars. These responsibilities include the conduct of elections and recounts, voter registration, compilation of the Annual List of Residents, publication and circulation of the voting and street lists,

certification of signatures on nomination papers and petitions, and recording of Town Meeting attendance.

The Board of Selectmen voted to change five of the ten polling locations effective with the April 8, 2014 Annual Town Election. The polling places have been designated as follows:

Precinct A - Center at the Heights
Precinct B - Center at the Heights
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E - Broadmeadow School Performance Ctr
Precinct F - Needham High School - Gymnasium
Precinct G - Needham High School - Gymnasium
Precinct H - Broadmeadow School Performance Ctr
Precinct I - William Mitchell School - Gymnasium
Precinct J - William Mitchell School – Gymnasium

FY2014 HIGHLIGHTS

The Board of Registrars conducted only one election in Fiscal Year 2014 compared to seven elections in Fiscal Year 2013 – the Annual Town Election, Tuesday, April 8, 2014. As mentioned earlier in this report, there were two ballot questions both of which passed. The following is the voter turnout and percentage of the registered voters in Needham for the Annual Town Election is as follows:

Annual Town Election	**April 8, 2014**	**5,328 or 26.52%**

The Annual Town Listing of Residents was conducted by mail again this year and for the first time in many years, included all vacant homes. 70% returned the census forms over a four month period. We then reviewed those addresses that had not responded and sent out follow-up census forms. Once again, the Annual Census included a request for Veteran status. The dog license application was included and has been well received by dog owners. In accordance with Massachusetts General Laws the Annual Census is used to purge the Town's voting list, provide a listing for use by the Jury Commission, provide listings of school-age residents under the age of 21 for the School Department, and compile the list of dog owners. It is also used for public safety purposes as well as federal funding. It is very important to get a full and accurate count. In order to accomplish this, we need each and every household to send in their census forms and we'd like to see an even greater return in 2015.

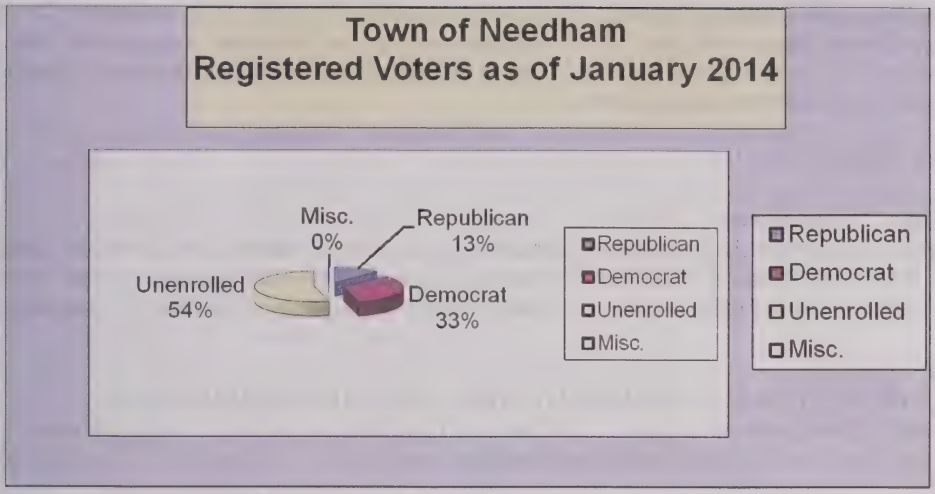
Upon completion of the local listing, confirmation notices were sent to all those registered voters who were not reported as living in Needham on January 1st. Those voters who proved residence were reinstated; those voters who responded with notification of a residence outside of Needham were removed from the Voting List; and those voters who did not respond to the confirmation notice were placed on the inactive voting list. The inactive voter status remains until the conclusion of the second biennial state election at which time those inactive voters are permanently removed from the Town of Needham's voting list. Names were also removed because of death and other changes in voting status. Upon completion of the annual census, the total number of registered voters was 20,015 plus 703 inactive voters. 2014 Population for the Town of Needham includes 30,647 residents plus 703 inactive voters for a total of 31,351. The registered voters were comprised of 6,664 Democrats, 2,489 Republicans, 10,827 Unenrolled, and 34 miscellaneous political designations. 703 inactive voters brought the total number of registered voters to 20,718.

ANNUAL TOWN CENSUS POPULATION

ALL	VOTERS + INACTIVE VOTERS		RESIDENTS	* ALL
1990	17,693	-----	28,568	
1991	18,284	-----	28,470	
1992	18,092	-----	28,134	
1993	18,504	-----	28,074	
1994	17,703	-----	28,384	
1995	18,212	-----	28,740	
1996	18,490	-----	29,156	
1997	19,306	-----	29,340	
1998	19,514	-----	29,925	
1999	18,237	1,159	28,630	29,789
2000	18,271	1,358	28,860	30,218
2001	18,741	1,111	29,019	30,130
2002	18,555	1,372	29,237	30,609
2003	18,593	900	29,376	30,276
2004	18,437	1,474	29,107	30,581
2005	18,712	994	28,996	29,990
2006	18,396	1,209	29,078	30,288
2007	18,642	1,043	29,414	30,457
2008	18,903	1,370	29,452	30,822
2009	19,463	934	29,973	30,907
2010	19,269	1,350	30,128	31,478
2011	18,802	1,320	29,636	30,956
2012	19,475	1,163	30,351	31,514
2013	20,340	579	30,720	31,299
2014	20,015	703	30,647	31,351

* Includes Inactive Voters beginning in fiscal year 1999

The 2010 Federal Census was conducted in April, 2010 with a stated population for the Town of Needham of 28,886. It is interesting to note that the Federal Census counts students as living at their colleges and universities while the Town counts students as living at the home of their parents. This variation accounts for the difference in local and federal population totals. The Local Elections Districts Review Commission has approved the town's federal census numbers and this became effective on December 31, 2011. Subsequently, the Town's voters were notified of their new polling locations and all Representative Town Meeting members ran for election at the April 10, 2012 Annual Town Election. Those Town Meeting members who receive the top one-third votes received the three-year term. Those with the second one-third votes received the two-year term. And those with the last one-third votes received the one-year term.



BOARD OF SELECTMEN / TOWN MANAGER

BOARD OF SELECTMEN
Daniel P. Matthews, Chairman
John A. Bulian, Vice-Chair
Maurice P. Handel, Clerk
Matthew D. Borrelli
Marianne B. Cooley

Kate Fitzpatrick, Town Manager
Christopher Coleman, Assistant Town Manager/Operations
Elizabeth Dennis, Director of Human Resources

DEPARTMENT STAFF
OFFICE OF THE TOWN MANAGER
Sandy Cincotta, Support Services Manager
Nikki Witham, Department Specialist
Lorraine Lederhos, Department Assistant

HUMAN RESOURCES
Sophie Grintchenko, HR Administrator
Ellen Reulbach, Administrative Assistant

The Board of Selectmen consists of five individuals elected for staggered three-year terms, and serves as one part of the Executive Branch of government for the Town, which it shares with other elected and appointed boards. The Board of Selectmen customarily meets on the second and fourth Tuesdays of the month, except in July and August, when meetings are generally held only once per month, and in April, when the Board's meetings are scheduled around the annual municipal election. Meetings begin at 6:45 p.m. at Town Hall. From 6:45 to 7:00 p.m., residents who wish to informally discuss matters with the Board may do so. Residents are asked to contact the office and make an appointment. Other meetings may be scheduled as needed and are posted at Town Hall and on the Town's official web site www.needhamma.gov.

The Board of Selectmen appoints a Town Manager, who, along with the Assistant Town Manager/Operations, is responsible for the administration of the day-to-day operation of the Town. The Director of Human Resources provides personnel and benefit management

assistance to all Town Departments, Boards and Committees. The Assistant Town Manager/Operations, the Director of Human Resources, and the Assistant Town Manager/Finance serve with the Town Manager as the Town's senior management team, responsible for negotiations with, and contract administration for the Town's six general government collective bargaining groups.

FY2014 IN REVIEW

Selectmen Organization
In April 2014, Matthew D. Borrelli and Marianne B. Cooley were re-elected to three-year terms on the Board of Selectmen. Following the annual Town election, the Board re-organized with John A. Bulian as Chairman, Maurice P. Handel as Vice Chairman, and Matthew D. Borrelli as Clerk.

PROGRESS TOWARD BOARD GOALS FOR THE COMMUNITY

The Board of Selectmen annual reviews its goals and objectives for the year. Progress toward community goals in FY2014 included the following:

Maximize the use of Town assets and ensure that Town and School services are housed in buildings that provide suitable and effective environments.

- The Senior Center was relocated from Pickering Street to its new facility on Hillside Avenue and is now known as the Center at the Heights.
- The Board supported a Statement of Interest and feasibility appropriation for the Hillside School, and planning for that project is underway under the direction of the Permanent Public Building Committee.
- The Town acquired the 66-70 Chestnut Street property for future expansion of the Public Safety building.
- The Board appointed a Facility Working Group to oversee the development of a Facility Master Plan of the Town's structures.

Maintain and improve the vitality and economic success of the Town.

- Construction for the Lincoln/School Street parking lots was completed and the number of accessible parking spaces has increased in the downtown area.
- The Streetscape Committee presented its draft recommendations – the design of the project will be accomplished in 2015.
- Monthly meetings were held with the Board and the Mayor of Newton to discuss common transportation and economic development strategies.
- A referendum was approved allowing the sale of all alcoholic beverages in restaurants with fewer than 100 seats.
- A "pianos in the park" concept was piloted, with two pianos being decorated by local artists then placed in common areas for residents to play. A third piano is planned for FY2015.

Expand energy efficient and environmentally sound operations for the Town and its residents and businesses.

- Six articles relating to the siting of a solar installation at the Recycling and Transfer Station were passed at the November 2013 Special Town Meeting.

- The Integrated Pest Management Policy was approved and shared for implementation.
- The Town participated in a program to promote and implement solar options for residents. The program was a success with over 100 households signing up for this cost effective and environmentally friendly program.

Maintain and develop amenities that contribute to the desirability of Needham as a place to live and work.

- Town Meeting authorized a lease between the Town and the MBTA for use of the railroad property between Needham Junction and the Dover Town line. The Bay Colony Rail Trail Association has committed to raising private funds to help the Town construct the trail in 2015.
- An off-leash dog area was created at the Nike site as a pilot program. A private group raised $20,000 towards the project.
- The Town, in cooperation with a private fundraising group, reconstructed Greene's Field and installed a brand new play structure.

Maintain and Enhance the Town's Financial Sustainability

- Town Meeting approved an RTS sustainability initiative that eliminated the sticker fee and funded the operation with a larger share of recurring revenue.
- An actuarial analysis was completed indicating that The Town's Other Post Employment Benefit (OPEB) Liability is 25% funded – a significant accomplishment.
- The Town maintained its AAA bond rating.

COMMISSIONERS OF TRUST FUNDS

Heydon Traub, Vice-Chairman (appointed to serve April 2012 to April 2015)
Joseph P. Scalia, Chairman (elected to serve April 2013 to April 2016)
Barry Coffman, Secretary (elected to serve April 2014 to April 2017)

Our mission as Commissioners of Trust Funds (COTF) is twofold: 1) prudent investment of Needham's various Trust Funds, using a long-term horizon, and 2) prudent disbursement of Trust Funds in a manner consistent with the donor's wishes. Our third goal is to increase the number of assets we oversee, and to prudently grow those assets.

In 2009 and again in 2011, Needham COTF formally updated our endowment investment policy for Trust Funds, specifying a percentage target range of asset allocation among various asset classes. This policy delineates our target asset allocation among various asset classes. Trust Funds are pooled for investment purposes, (yet accounted for separately), which allows for a reduction of management fees and a broadly diversified portfolio, including Fixed Income investments, and Domestic and International Equity securities.

The COTF currently has oversight of 80 trusts. About 50% of assets are Needham school related, with most of these trusts earmarked for scholarships, awarded annually to Needham High School graduating seniors. About a quarter of the assets in the overall Needham Trusts are for general use purposes of our town Library. The remaining 25% of trusts are for a wide variety

of purposes, such as Parks and Recreation, the Council on Aging, Domestic Violence Prevention, the Community Revitalization Trust, Drug and Alcohol Abuse Prevention, and others.

Through contributions to existing trusts, establishment of new trusts, prudent financial management, and modest investment market gains, the Trusts have grown over the past ten years from a total of $2.5 million at the end of fiscal year 2004, to about $6.6 million at the end of fiscal 2014.

In complying with the various trust agreements we emulate a time honored practice used by Foundations and Endowments, to disburse about 4% of a Trust's balance each year, irrespective of the earnings in the prior year. With the goal of realizing a return from our Trust's diversified portfolio in the 6%-8% range per annum over a market cycle, we thus expect the value of the Trusts to grow slightly and preserve the inflation-adjusted value of the Trusts for future generations. This fiscally disciplined approach allows a more predictable annual stream of disbursements, rather than relying on the rate of return in any one particular year, and has been well received by the beneficiaries of the Trusts.

Our third goal is to increase the visibility of the Town Trust Funds. Contributions to existing trusts are always welcome, and a new trust to benefit some aspect of town life can be established for as little as $5,000. The Trust Fund Commissioners continue to seek contributions and bequests from civic minded citizens with a desire to improve our community for present and future generations. We are eager to assist in the establishment of additional trusts, and will work with town residents, estate planners and attorneys to establish a Trust for any worthy civic purpose. A trust is a wonderful way to commemorate an individual, a special event, or to support a designated Town purpose.

We also believe that the Trust Funds' investment strategy could be beneficial to other Needham organizations. For example, funds raised and held in low interest bank accounts, by private and non-profit town groups and organizations, with the approval of Town Meeting, could be moved to the Needham Trust Funds roster and thus take advantage of the lower management fees and investment diversification that the larger pool of assets allows. Please contact the Commissioners or the Town Treasurer's office if you or your organization would like further information about the Town Trusts.

DEPARTMENT OF FINANCE

David Davison, Assistant Town Manager/Director of Finance; ***Accounting:*** *Michelle Vaillancourt, Town Accountant; Therese Altieri, Assistant Town Accountant; Terry Caruso, Accounts Payable Administrative Specialist; Lisa McDonough, Department Specialist; Suzanna Patch, Payroll Administrative Specialist;* ***Assessing:*** *Hoyt B. Davis, Jr., Director of Assessing; Nancy Martin, Administrative Coordinator; Karen Rogers, Department Specialist; Stanley Winston, Data Collector; vacant, Assistant Administrative Assessor;* ***Information Technology Center (ITC):*** *Roger MacDonald, Director of Management Information Systems; Benjamin Anderson, GIS/Database Administrator; Steve Freeman, Computer Operator; Gabi Gutierrez, Applications Administrator Matthew Tocchio, Network Manager; vacant, Technology Support Technician* ***Office of the Parking Clerk:*** *Tom Leary, Parking Clerk* ***Procurement:*** *Tatiana Swanson, Finance and Procurement Coordinator;* ***Treasurer/Collector:*** *Evelyn Poness, Town Treasurer and Tax Collector; Diane Ryan, Assistant Treasurer/Collector; Kristin Bent, Department Assistant*

2; Caren Goldberg, Department Specialist; James "Gordon" McMorrow, Department Assistant 1; Marie Northup, Department Specialist; vacant, Department Specialist.

DEPARTMENT DESCRIPTION

The Department of Finance consists of the offices of Assistant Town Manager/Director of Finance, Accounting, Assessing, Information Technology, Parking Clerk, and the Treasurer/Collector. The Department is responsible for the overall financial management of the Town, including advising and updating the Town Manager, Board of Selectmen, Finance Committee, and other interested parties on the Town's financial condition. Services provided include, but are not limited to, preparation of the five-year Capital Improvement Plan, financial status reports, cash management, debt management, property valuation assessments, citizen assistance programs, property tax and utility billing, collection activities, risk management, audit review and internal financial controls. Additionally, the Department oversees Town compliance with the Uniform Procurement Act, and hears appeals on and enforces the collection of parking fines. The Department also provides and supports system-wide applications and the Town's computer network. The Information Technology Center (ITC) also supports and hosts a number of specific software applications for various functions of municipal government.

The Department is responsible for complying with a myriad of municipal finance laws and regulations as well as meeting the financial reporting requirements of the Federal and State government. These financial controls are essential in order to properly safeguard taxpayer dollars. Much of the activity of the Department of Finance involves the day to day management of the Town's finances including the $124 million general fund budget, $24 million in special revenue, $16 million in enterprise funds (water, wastewater and solid waste), as well as trust funds. The Department also monitors and reviews the capital spending activity of all departments. The Department processes the payroll including all monthly, quarterly and annual reports for Town and School employees. On a weekly basis, the Department processes hundreds of invoices for payment to vendors, and for services and supplies procured by Town departments.

PERSONNEL CHANGES

The Department also saw the retirement of Chikako Park from Town service in April 2014. Chikako worked with the Town in the Assessing Office since 1993. Most recently she worked as the Assistant Administrative Assessor. She reviewed and updated property record data and inspected residential units after they were sold to update the Town database on property condition and assessments. Another department employee, Dawn Stiller who was a Department Specialist in the Treasurer/Collector's Office moved to the Health Department in a promotional opportunity for her as the Administrative Coordinator in March 2014. Another department employee, who served in a part-time capacity in the Treasurer/Collector Office for a number of years, Gordon McMorrow's duties were expanded to full time to provide support and assistance in the Assessing Office. His concentration will be the on extensive mailings made by the office, data entry, tracking MLS listings and collation of the numerous income and expense data from commercial properties that flow into the office annually. This was a result of a planned reorganization within the Assessing Office which will redistribute responsibilities within the office and change the make-up of other positions in the office. These changes will occur in fiscal year 2015. Two new members joined the Department of Finance in fiscal year 2014, Terry Caruso, as the Accounts Payable Administrative Specialist for accounting and Caren Goldberg as the part-time Department Specialist in the Treasurer/Collector Office. Terry Caruso was hired in

June 2014 to fill the vacancy caused when Suzanna Patch moved into the payroll position in the same office. Caren Goldberg was hired in March 2014 to fill a long term vacancy. We welcome Caren and Terry to the Department, and wish Chikako and Dawn well with their future endeavors.

FY2014 HIGHLIGHTS

Most budgeted appropriations occur at the Annual Town Meeting which is held in May prior to the start of the fiscal year. Subsequent appropriations and line item amendments are made at a Special Town Meeting usually held in the fall. Often the need for the subsequent actions are known or expected at the time of the Annual Town Meeting, but are not presented or acted upon at that time because additional information or other requisite action was needed. Another action that occurs in May is a Special Town Meeting to act on other requests for budget line item transfers of the fiscal year budget that was coming to a close and sometimes the reallocation of operating resources to capital, other financial warrant articles, and formal reserves. The General Fund operating budget for fiscal year 2014 that was approved at the 2013 Annual Town Meeting was $123,630,136. The budget was amended at the November 2013 Special Town Meeting and line item transfers were approved at the May 2014 Special Town Meeting which resulted in a final amended General Fund operating budget of $124,101,249. This represented a net change of 0.4% from the original budget.

Fiscal year 2014 year-end saw General Fund receipts in excess of budget of $3.1 million, and budget returns of $2.5 million. General Fund revenues in excess of budget were higher for fiscal year 2014 than fiscal year 2013 which had approximately $2.8 million more, but the budget returns for fiscal year 2014 were lower than the fiscal year 2013 budget return of approximately $2.7 million.

Actual fiscal year 2014 property tax receipts collected by the end of the year totaled $105,364,396 which was 5.7% more than the prior year. Motor vehicle excise tax reflected the solid local auto sales year and generated $4.9 million in tax receipts, a 6.6% increase over the prior year. Total revenue in license and permit activity was approximately $1.0 million in excess of budget, and was $250,000 more than fiscal year 2013. Revenue from penalties, interest, and other taxes was more than $540,000 in excess of budget. The combination of motor vehicle excise, permit and license revenue, and other local tax receipts contributed approximately 85% of the total General Fund surplus. The Town received a total of $9,677,266 in Cherry Sheet Aid from the Commonwealth for fiscal year 2014, an increase of $465,081 from fiscal year 2013.

The General Fund operating budget returned $2,463,826 or approximately 2.0% of the total appropriation. The Town saw savings in the group health insurance programs with a budget surplus of more than $570,000 or 5.7% of budget. The Town transferred $500,000 of this savings to the Town's Other Post-Employment Benefits (OPEB) fund as advance payment on the unfunded liability. The budgetary reserve fund returned $590,157 as demand on the reserve was lower than expected. The Town also realized a budgetary return of $192,627 from the unemployment budget as the amount of claims paid remained low. Town departments returned a total of $1,413,076 or approximately 1.6% of the total amended departmental budgets. The highest turn back amount was from the Public Facilities Department in the amount of $339,075 of which approximately two-thirds of the amount was salary and wage returns due to vacancies. The Needham Public Schools returned $322,124 or approximately 0.6% of the original school budget of $53,995,587. The public safety departments returned a total of $310,962. The Finance

Department returned $166,829 which was due in part by lower than expected outside professional service costs and some long term vacancies. The other 17 departmental budgets returned in total $274,086 or appropriately 2.5% of their combined amended budget for fiscal year 2014.

The Town's General Fund unassigned balance decreased by $1,904,880 (this compares to an increase of $4,303,315 in the unassigned balance from 2012 to 2013) from $15,150,157 in fiscal year 2013 to $13,245,277 in fiscal year 2014. This was not unexpected. As noted last year, a major contributing factor to the fiscal year 2013 General Fund year-end balance being higher was due to the lower "Free Cash" amount certified by the Massachusetts Department of Revenue from the fiscal year 2012 results. Free Cash is essentially the portion of the General Fund year-end balance that the Department of Revenue considers available for use by the Town in the following fiscal year. The Free Cash certified from fiscal year 2012 and was usable in fiscal year 2013 was $2,153,808; the amount certified from the fiscal year 2013 results and was available for use in fiscal year 2014 was $10,133,912. The Town, recognizing that the delay in certifying all the funds that could have been certified from 2012, and knowing that the total amount that was certified from 2013 for use in 2014 was exceptionally high, made plans to ensure that the total amount of Free Cash would not be seen and treated as though it was recurring. The $10 million plus that was certified for use in 2014 was the result of two years of activity and some large one-time receipts. Most of the funds were used for capital investment and additional reserves. The Town appropriated $5,032,357 for various capital projects, including $2,729,276 for modular classrooms at the Mitchell School and $650,000 for a study in partnership with the Massachusetts School Building Authority (MSBA) in anticipation of the replacement of the Hillside School. The Town also appropriated $566,530 to its Athletic Facility Improvement Stabilization Fund, an additional $307,677 towards its OPEB liabilities, and $75,000 to its fiscal 2014 budgetary reserve fund. The balance of $10,133,912 ($4,152,348) was appropriated at the 2014 Annual Town Meeting of which $1,650,088 was used to fund the fiscal 2015 operating budget; $2,467,260 was used to fund cash capital investment, and $35,000 was used to fund a one-time special appropriation article.

The Town continued its study of school building improvement options, particularly the replacement of the Hillside elementary school, and then a renovation and or expansion of the Mitchell elementary and the Pollard middle schools. The Board of Selectmen has indicated that a question will not be put forward to the voters for either the Hillside or Mitchell schools without financial assistance from the Massachusetts School Building Authority. The gross cost estimated for the two elementary schools is more than $100 million.

The Town made no draw against any of its appropriated stabilization accounts: Athletic Facility Improvement Fund, Capital Improvement Fund, Capital Facility Fund, and General Stabilization Fund, and it appropriated $40,695 to the Athletic Facility Improvement Fund at the May 2014 Annual Town Meeting.

ACCOUNTING OFFICE – The Accounting Office processed a total of 54,152 paychecks/direct deposits during this year. The Office reviewed and processed 29,347 invoices from vendors for payment. The Office reviewed and processed 1,232 expense reimbursements to school and town employees. The Office reviewed and processed 340 contracts. The Office reviewed and approved 2,084 purchase orders and 736 purchase order revisions. The purchase orders are broken down by department as follows:

Function	Number of Purchase Orders
Building Department	7
Commission on Disabilities	3
Department of Public Works	727
Finance Committee	1
Finance Department	200
Fire Department	107
Health and Human Services	120
Memorial Park	1
Municipal Lighting Program	4
Municipal Parking Program	9
Other Functions	18
Park & Recreation Department	107
Planning and Community Development	40
Police Department	115
Public Facilities	403
Public Library	92
Town Clerk & Board of Registrars	28
Town Counsel	13
Town Manager	89
Total	2,084

The Accounting Office is also responsible for posting all cash receipts received, performing outside departmental audits and reconciliations needed for our yearly audit. They also have federal and state reporting requirements such as 941, W2's, Free Cash & Schedule A that all have stringent deadlines.

ASSESSING OFFICE - The Assessing Office is responsible for the administration of a wide range of state laws pertaining to *ad valorem* taxation. Valuation of all real estate and personal property, as well as the administration of the Massachusetts state motor vehicle excise tax, is done on an annual basis. Information related to all residential, commercial/industrial and personal property is maintained and updated on an ongoing basis. Upon the completion of the Annual and Special Town Meetings, and receipt of warrants from county and state funding sources, the financial information is processed in preparation for the setting of the tax rate by the Board of Selectmen and the Board of Assessors at the annual classification public hearing.

The Assessing Office staff completed 100% of all the inspections of properties that were issued permits by the Building Department which added new value to the property. All these inspections were completed prior to June 30, 2014. This is the statutory deadline for the collection of New Growth for the following fiscal year.

A great deal of the time and effort of the entire staff was dedicated to gearing up for the fiscal year 2015 state mandated triennial revaluation cycle. This involved detailed studies of all real estate sales taking place in calendar year 2013. Special emphasis was placed on reviewing sales of land over the last several years to determine the extent of increase in various neighborhoods of the selling prices of "teardown" lots. Collection of as much information as possible in the areas of commercial rental rates, vacancy rates and building maintenance expenses was also a key focus of the staff.

Fiscal year 2014 was highlighted by the completion or advancement of several projects in the industrial park that have been sparked by the new zoning regulations passed by Town meeting in recent years. The Marriott Residence Inn opened its doors in October 2014 and the Cabot Street data center project set about filling the space in their new facility. The passage of Needham's first ever tax incentive financing (TIF) agreement by Town Meeting in fiscal year 2013 precipitated the start of construction of Needham's largest commercial office building at over 280,000 square feet. The new facility, which is scheduled to open in mid-2015, will be occupied by the travel service company Trip Advisor. A multi-story parking facility is also rising next to Trip Advisor's new world headquarters. The project will also include major upgrades to the infrastructure of the newly christened Needham Crossing office park.

Type of Property	FY2012	FY2013	FY2014
Single Family	8,331	8,353	8,364
Condominium	784	781	791
Two Family	269	273	255
Three Family	16	15	15
Four + Family	25	25	24
Other Property	5	5	5
Vacant Land	174	172	167
Chapter Land	13	13	13
Mixed Use	24	22	23
Commercial	373	382	398
Industrial	43	43	42
Personal Property	587	622	643
Total Taxable Value	$7,833,149,550	$7,923,989,930	$8,068,832,995
Value Including Exempt Property	$8,444,116,870	$8,544,320,450	$8,697,374,290

INFORMATION TECHNOLOGY CENTER - Throughout fiscal year 2014, the Information Technology Center (ITC) has continued to support the growing needs of the Town departments. Department managers continued to request that more employees have access to hardware and software, raising the number of Information Technology Users (ITU) to approximately 350 with upwards of 450 physical devices being supported. The ITUs are spread out across the principal Town Buildings (Town Hall, Public Safety, Public Service Administration Building, and the Center at the Heights) and also include members from School Administration. In fiscal year 2014 the ITC started working with the public safety departments as they began the transition to a new Computer Aided Dispatch (CAD). This project involved many hours working with Public Safety personnel to better understand their needs for updated hardware and applications and by

the end of the transition period, the ITC will complete its most complicated work thus far. During this same period, the ITC also began to support the Center at the Heights computer lab which was an increase of 25 additional devices operating through a separate network. The ITC finalized the first phase of moving the Needham Channel on the Town's fiber network (Town Hall, Public Service Administration Building, and Broadmeadow Elementary School) and has begun working out the logistics for the second phase (Needham Free Public Library, Center at the Heights). The ITC staff also worked with Department of Public Facilities on the preliminary technology needs for the reconstructed St. Mary Water Pump Station as well as began the movement towards a more mobile workforce. Public Safety, specifically the Needham Police Department, has been using mobile devices in patrol cars, and with the new CAD applications, Needham Fire Department will also be using mobile devices in several pieces of equipment. Other divisions within the Department of Public Works (DPW) have also been working at moving towards a more mobile workforce and the ITC, in coordination with DPW Administration, has been working out how the different divisions will use mobile devices and which applications will be used on those devices.

The ITC at any point is working with almost every department on any level of request or project as well as their own internal departmental projects. These requests or projects can take as little as 10 minutes or several days to help the users. Some of these are items such as continued movement to online payment options, forms and billing support, assisting with new parking ticket software, implementing an FTP site for large file transfers, Geographic Information Systems data layer development and upkeep, water meter reading device upgrades, data center upgrades, Outlook Exchange upgrade, finalize transition of primary servers to the virtual environment, and the Infinite Visions Employee Web Portal roll out.

OFFICE OF PARKING CLERK - The on-street and municipal parking activities lots within the Town are administered through several different Town departments. The Police Department conducts enforcement activities in response to the needs of the community. The Highway Department performs installation of signs and meters and repairs and maintains equipment and parking lots. Through the Treasurer/Collector's office, the Finance Department is responsible for the collection of fines and penalties and the resolution of parking appeals through the Office of the Parking Clerk.

The Office of the Parking Clerk holds weekly hours for the hearing of appeals. Requests for appeals are accepted in person, by mail and online. Ongoing contact is maintained between all Town departments involved in parking activities, and a fair and impartial process for investigating and resolving disputes is in place. Inspections of existing parking meters are regularly conducted and meters needing repair are reported to the Department of Public Works Highway Division which responds promptly and makes repairs.

During fiscal year 2014, the Board of Selectmen approved changes in violation types and applicable fines were implemented. The method of ticket issuance was upgraded to include the use of handheld devices by enforcement attendants and police officers. Device issued tickets comprised approximately 25% of all tickets issued during the fiscal year. The replacement of older style parking meters was completed during the year. A majority of the newly installed parking meters regulate two parking spaces, reducing the overall number of meter stanchions. During the year the number of permit parking spaces and time-restricted parking spaces was increased in the downtown and Needham Heights areas.

	FY2012	FY2013	FY2014
Tickets	4,699	4,231	4,131
Appeals	250	236	326
Appeal %	5.3%	5.6%	7.9%

TREASURER/COLLECTOR OFFICE - The Treasurer/Collector Office receives and invests all revenue received by the Town. In maintaining these funds, safety, liquidity, and yield are the basis for all decision making. The safety of Town funds is of utmost importance. Sufficient balances must be maintained to ensure the timely paying of all expenditures including payroll, accounts payable and debt service. Balances in excess of expenditures must be invested in a prudent manner in accordance with state statutes. Due to the volatility in the open market even the most conservative investments have limited options. The Treasurer earned $77,523 in interest income for the General Fund during fiscal year 2014, which is down from 2013 which saw $84,803. Interest rates had fallen to some of the lowest levels in recent history and have remained essentially flat for over five years. The outlook for fiscal year 2015 is a leveling off of interest income as interest rates continue to remain below one percent in most instruments in which the Treasurer is legally allowed to invest.

During fiscal year 2014 the Treasurer/Collector assisted, thanks to the generosity of Needham residents, in the award of $12,000 in property tax relief to the elderly and disabled to 27 Needham households. The property tax assistance appropriation of $15,025 was awarded to 25 Needham households.

The Treasurer issued $11,117,000 in long term debt and $6,868,300 in short term debt. Needham submits financial data to Standard and Poor's (S & P) credit rating agency. Once again S & P returned a rating of AAA on all long term debt and a rating of SP-1+, the highest rating possible on short term debt. The total long term debt outstanding as of June 30, 2014 was $101,636,574.

The Treasurer/Collector ensures that all bills, i.e. real estate, personal property, excise, water and sewer are billed timely and in accordance with state statutes. The continued monitoring and pursuit of delinquent accounts is essential to maintaining a strong collection rate. The recession has not had a significant impact on collections. During FY2014, approximately $112.1 million in billed revenue flowed through the Treasurer/Collector Office. The collection rate for all receivables billed through the department remained high. The property tax collection rate remains very strong with more than 98% paid by the due date.

- Real Estate Tax Collections $101.0 million
- Motor Vehicle and other Excise $ 4.9 million
- Personal Property Tax Collection $ 3.9 million
- CPA Surcharges $ 1.8 million
- Delinquent and Deferred Tax Collections $ 0.4 million
- Ambulance Bills $ 0.6 million

	FY2012	FY2013	FY2014
Sewer and Water Bills Issued	45,507	45,632	45,634
Real & Personal Property Tax Bills Issued	42,720	42,817	42,704
Motor Vehicle Excise Bills Issued	28,111	28,784	28,613
RTS Sticker Applications	9,123	9,123	8,698

Submitted as part of the Annual Town Report and can be found in the appendices are the following fiscal year 2014 reports:

1. General Fund Balance Sheet
2. Statement of Net Position for each of the three enterprise funds
3. Statement of Budget Appropriations and Expenditures
    a. General Fund
    b. Solid Waste Enterprise Fund
    c. Sewer Enterprise Fund
    d. Water Enterprise Fund
    e. Community Preservation Administrative budget
4. Schedule of Trust Funds
5. Tax Rate Recapitulation as Approved by the Department of Revenue

Finally, if you have any questions or concerns, please do not hesitate to make contact. Members of the Department of Finance strive to continue our commitment to improving customer service and seeking better ways to perform our responsibilities and duties.

FINANCE COMMITTEE

Richard Lunetta, Chair
John Connelly, Vice Chair
Richard S. Creem
James Flinton
Louise Miller
Richard Reilly
Lisa Zappala
Rick Zimbone
Louise Mizgerd, Executive Secretary

MISSION

Under the Needham By-Laws, the Finance Committee is responsible for recommending a balanced budget to Town Meeting for its consideration and vote. Of equal importance, the Finance Committee makes recommendations to Town Meeting on capital requests and other issues through open discussion and reliance on policies and principles of sound fiscal management. The Committee is mandated by state law to "consider any and all municipal questions for the purpose of making requests or recommendations to the town." Massachusetts General Laws, Chapter 39, Section 16.

The Finance Committee works cooperatively with the Town Manager each year to recommend a balanced budget to Town Meeting that meets the changing needs of the Town while being fiscally prudent. In order to fulfill its duty of presenting a balanced budget and making capital recommendations to Town Meeting, the Finance Committee asks probing questions of department managers and town administrators. Because requested expenditures often exceed projected revenue, these questions are not only worthwhile but essential to the budget process. The process includes meetings, site visits, research, and analysis on behalf of Town Meeting members and the citizens they represent. The Finance Committee strives to ensure that Needham is secure in its financial integrity, and that the Town can maintain its infrastructure and preserve the essential services which benefit its citizens.

FY2014 HIGHLIGHTS

SOLAR PHOTOVOLTAIC PROJECT

In the fall of 2013, the Finance Committee focused on the review of the proposed installation of photovoltaic solar equipment on public land at the Recycling and Transfer Station. Under the proposed project, the Town would lease the land to a private developer that would finance, install, and maintain the project. The Town would receive payments in lieu of taxes, lease payments, and net metering credits that would give the Town credit for power produced. The project was estimated to have significant financial benefit over 20 year. Because the state had set caps on the amount of net metering benefits available to municipalities, the project was time sensitive. The Town's project was especially advantageous because of the slope and orientation of the property. The Finance Committee explored whether the Town would gain from handling the project in-house. However, the Committee determined that the Town did not have the necessary technical expertise and should not shoulder the additional risk that would be required to take on the project. The Finance Committee was assured that there was sufficient insurance and bonding requirements to protect the Town during the project and at the end of the useful life of the program. The Finance Committee supported the project, which was approved at the Fall 2013 Special Town Meeting. Construction on the project was expected to be completed during FY2015.

FREE CASH

As many will recall, in FY2013, there was a significant decrease in the amount of Free Cash that was certified and available for allocation. The term "Free Cash" represents the funds that are unused and unencumbered at the end of the fiscal year, including revenue in excess of estimates and unspent funds in budget lines. After the close of each fiscal year, the amount of excess funds must be certified by the state Department of Revenue before it is available for appropriation by Town Meeting. Because the Town's budgeting method is conservative, there is a consistent level of Free Cash each year that can be considered recurring and therefore can be prudently used for operating needs. The Town's usual practice is to use the recurring portion of Free Cash for operating expenses for the following year, and also to use some of Free Cash to fund cash capital needs.

Because there had been a delay in the Town's receipt of certain funds expected in FY2013, some funds that were originally expected to be certified in FY2013 were not captured until the certification process in FY2014. Therefore, some cash capital items for FY2014 were deferred. Items that needed the earliest in the year funding were given priority. As expected, an extraordinarily high amount of Free Cash was certified in FY2014, representing almost 2 years' worth of Free Cash. Because of the usual circumstances surrounding the certification of Free

Cash in FY2013, the Town used some of the Free Cash certified in FY2014 to fund cash capital items for FY2014 that had been deferred. Therefore, there was a cash capital article in the Fall 2013 Special Town Meeting warrant to appropriate for items that would usually have been considered at the previous annual Town Meeting. Even after allocating a significant amount of Free Cash for FY2014 capital needs, there was sufficient FY2014 Free Cash to be used to fund a portion of the FY2015 Operating Budget, and also to fund FY2015 warrant articles and cash capital needs.

OPERATING BUDGET RECOMMENDATION FOR FY2015

The Finance Committee began the budgeting process in an environment of slowly improving economic conditions. Property taxes, local receipts and state aid were all projected to increase in FY2015. Because most General Fund receipts come from property taxes, Needham continued to maintain its high level of services despite some difficult recent years with decreases in government aid and grant funding. The Finance Committee sought to recommend a balanced budget for FY2015 that would provide funding for the high level of services that the residents of Needham expect, as well as meeting the infrastructure needs. Because of improving economic conditions, some expanded services could be considered. The Finance Committee began its budget process in December 2013, when Town departmental spending requests and the School Department's initial budget request were submitted to the Finance Committee for review.

The Finance Committee held hearings to review the budget request of each the Town department, board, and committee. As every year, in preparation of a budget recommendation for FY2015, the Finance Committee:

- carefully reviewed every spending request on its own merit and with regard to the impact of each request on citizen services and the Town's infrastructure;
- met with the Town Manager, department managers, the Superintendent of Schools, School Committee members, school administrators, and leaders of committees and boards to discuss operational and budgetary needs;
- held budget hearings with each department; and
- deliberated in depth on all requests.

The Finance Committee's goals and philosophy in reaching a balanced budget recommendation were to:

- Maintain essential services currently provided to citizens and other user groups
- Sustain commitment to infrastructure spending
- Preserve and strengthen financial security
- Encourage long-term planning in all departments
- Evaluate requests for new or additional services and expenditures

The Finance Committee received the Town Manager's executive budget and revenue estimates submitted on January 28, 2014. As is mandated, the Town Manager's executive budget included a single bottom line recommendation for the School Department's FY2015 budget. In accordance with the Town by-laws, the School Committee also transmitted its voted budget request to the Finance Committee.

In budgeting for FY2015, managers were again asked to submit budget requests for level services where possible, and for expanded services where there is a demonstrated need or goal. Managers were asked not to simply inflate the lines previous budget, but to base their budget requests on known obligations or projections based on actual experience. They were also expected to make sure that expenses are properly categorized, so that budget requests are aligned with the expenses.

The Finance Committee found that spending requests overall were carefully considered and mindful of the need for fiscal restraint. The Finance Committee notes that personnel costs remain a significant part of the budget, and commends the Town Manager's efforts to restrain those costs, particularly legacy costs, where possible. The Committee also lauds the continuing progress made toward funding outstanding pension and OPEB liabilities. The Committee encourages the Town to seek ways to constrain certain escalating costs to ensure sustainability going forward.

The Finance Committee carefully reviewed and considered both the Town Manager's executive budget, which sets forth the Town Manager's and the Selectmen's priorities for the operation of the Town departments, and the School Committee's voted budget that was developed in accordance with its own priorities and needs with input from the School Administration. The Finance Committee worked cooperatively with the Town Manager, the Finance Director, and other members of the Town Administration, as well as with the Superintendent of Schools and the School Committee, to balance the needs of the various municipal departments with the schools' needs.

The Finance Committee had detailed discussions and worked diligently to prepare a draft preliminary balanced budget recommendation that would serve the Town for FY2015 and for the long term. The Finance Committee's initial draft budget was submitted to the Town Manager on February 21, 2014. In March 2014, the Finance Committee submitted its final recommended balanced budget and report which were included in the 2014 Annual Town Meeting Warrant.

The Finance Committee's FY2015 budget recommendation provided level services in most areas, plus some additional funding for increased services. The FY2015 budget funded additional hours for an accounting administrator in the Finance Department. The salary costs for this increase were offset by some reductions of other expenses within the department budget. The Finance Committee recommended an increase in the Police Department budget to expand the civilian coverage of 911 call service to 24 hours. This increase will be offset in part by the savings of no longer needing 911 call training for all officers, and will also free up the patrol officers who were covering the midnight dispatching shifts. The Finance Committee's budget also provided funding for a part-time social worker in the Youth Services division of the Human Services Department. The Youth Services budget had been increasing services for many years with the same size staff, and a level-funded budget. This small staffing increase was deemed vital to continue to provide much-needed counselling services. The Finance Committee's budget included additional funding in the Park and Recreation budget to fund playground maintenance. That work was previously funded on an overtime basis by the Department of Public Works. This shift should provide better service and safety for the Town's playgrounds. The Finance Committee's budget makes progress toward closing the structural gap in the Fire Department's overtime budget. The Finance Committee has been using an incremental approach to resolving that shortfall.

The Finance Committee generally maintains that funding for recurring costs, such as salaries, should be included in the operating budget and should not rely on outside or one-time funding sources. Reliance on other funding sources is not a sustainable strategy, and could lead to loss of important services. The Finance Committee therefore supports moving the funding of some positions in the Library budget to the operating budget instead of relying on state aid to fund wages. However, the Finance Committee did not recommend funding any additional positions in the Library operating budget in FY2015 because the Library's budget increase is sufficient to meet state certification requirements, and the Town's state aid account currently has sufficient funding for the positions.

The Finance Committee has resisted increasing departmental budgets for contingencies or to protect in case of higher than expected costs. The Finance Committee recommended a Reserve Fund of $1,464,490, which was specifically designated for extraordinary or unforeseen expenditures. Any department may request that the Finance Committee approve of a transfer of funds from the Reserve Fund to meet these extraordinary or unforeseen expenditures. In recent years, the Reserve Fund has been used to cover costs such as extraordinary snow and ice removal expenses, unanticipated legal costs, and the cost of an unexpected state special election. Ultimately, the FY2015 budget recommended by the Finance Committee to Town Meeting was balanced and fiscally sound, reflecting improved efficiencies and services.

SCHOOL DEPARTMENT BUDGET / PROPOSITION 2 ½ OVERRIDE

The School Department's proposed budget for FY2015 included a supplement that included an extended school day for middle and elementary Schools as well as additional time for teacher meetings and staff for enrichment programs at the high school level. Public safety positions were also added to maintain pedestrian and traffic safety during the new school start times. The Finance Committee reviewed both the base budget request for the School Department and the supplement in great detail. Finance Committee liaisons met numerous times with liaisons from the School Committee and School Administration over the fall and winter months to ensure that the requested supplementary budget was reasonable and appropriate to meet the stated goals, and that there was no alternate source of funding for any of the items. After a long and cooperative process, the supplementary budget was placed on the ballot for a town-wide vote. The voters supported the override, allowing the Town to assess additional property taxes to cover the costs of the School Departments supplementary budget. At the Annual Town Meeting, the Finance Committee increased its budget recommendation to include the Schools' supplementary budget, funded by the Proposition 2 ½ override. This additional amount becomes a permanent part of the tax base for future years.

CASH CAPITAL SPENDING RECOMMENDATIONS FOR FY2015

The Finance Committee received the Town's Capital Improvement Plan for FY2014 – FY2018 on January 7, 2014. The Town's annual capital spending is funded predominantly from three distinct fiscal sources: Free Cash, debt within the tax levy, and excluded debt. As described above, Free Cash is a source of funds generated from unspent appropriations or revenue that is higher than projections in a previous year. $2,467,260 from Free Cash was allocated for FY2015 cash capital needs. This level of funding was sufficient to cover the Town's highest priority cash capital needs. The General Fund cash capital expenses in FY2015 primarily included recurring requests for on-going programs and replacement schedules, such as ongoing public facility

maintenance and repairs, basic public safety upgrades, smaller infrastructure needs and planned vehicle replacements.

FUTURE CHALLENGES

During FY2014, the economy seemed to be moving in the direction of steady but slow improvement. The Finance Committee projected increases in FY2015 for all three major sources of Town revenue: property taxes, state aid, and local receipts. The Finance Committee remains hopeful that property taxes will continue to grow steadily due to new growth adds to the tax base. The demand for Town services has continued to increase, particularly in the schools. The Finance Committee urges the Town to pay close attention to staffing needs, as personnel costs are the prime driver of the Town's costs. The Finance Committee encourages the Town to continue to assess which services are dependent on external funding and to incorporate the services that are integral to the Town into the annual operating budget when practicable. The Town has made notable progress toward funding OPEB liabilities, and continues to add to reserves when possible, which will help keep the Town financially strong.

The Town began work on a new facilities master plan in FY2014 to prioritize and plan upcoming building projects. There are a number of large capital projects being considered including new or upgraded schools, municipal buildings, and recreational facilities. At the fall 2013 Special Town Meeting, the Town acquired additional property that will be strategic in the plan to upgrade and expand the Public Safety building. The Town also began working with the MSBA in FY2014 to begin the process of upgrading or replacing the Hillside School and the Mitchell School. The School Department began discussing the need for some changes at the High School to meet growing enrollment and programmatic needs. The Town also began examining options for renovating or replacing the Rosemary Pool. As these projects begin to take shape, careful financial planning will be critical.

In order to maintain the growing infrastructure and a consistent level of services without burdening future generations, the Town remains committed to achieving sustainability in its budgeting. The goal is to balance the Town's current needs with the goal of long-term sustainability. The Finance Committee adheres to a policy that operating budgets should be funded with recurring sources of revenue, while non-recurring revenues should be spent on one-time capital expenditures and reserve deposits.

The Finance Committee remains committed to working with the Town Manager, Board of Selectmen, School Committee, School Superintendent and staff, Town Administration, and Department Managers in order to encourage careful long-term planning. The Finance Committee believes that long-term planning efforts can help prepare for any challenges that may lie ahead.

The Finance Committee deliberates the operating and capital budgets fairly and openly at all times. The Committee meets most Wednesdays from September through June, and the public is encouraged to attend any meeting. The meetings are posted with the Town Clerk at Town Hall. Members of the Committee are appointed by the Town Meeting Moderator. Each Finance Committee member dedicates countless hours in arriving at a budget that is a fair and equitable to recommend to Town Meeting. The Committee further believes that its independent and objective recommendations help make Needham a desirable place to live.

LEGAL DEPARTMENT

David S. Tobin, Legal Counsel

PURPOSE

The Legal Department of the Town of Needham provides Legal services to all of the Town Departments, attends all sessions of Town Meetings and Selectmen's Meetings, and meets with other Boards when requested. The Legal Department drafts and approves contracts when requested, represents the Town in the courts and before administrative agencies, and assists in the drafting of legislation, by-laws and regulations.

FY2014 HIGHLIGHTS

During FY2014, commencing July 1, 2013 and ending June 30, 2014, in addition to the advice given to Town officials on a daily basis, Town Counsel accomplished the following. Town Counsel represented the Town, its boards, officers and employees in various courts and before various administrative agencies. It handled all related litigation matters, unless covered by a contract of insurance.

Town Counsel negotiated, drafted, approved, interpreted and/or assisted in resolving conflicts with respect to numerous contracts for the Board of Selectmen, Finance Department, Permanent Public Building Committee, School Department, Department of Public Works, Planning Board, Board of Health, Police Department, Fire Department and Conservation Commission. Town Counsel provided legal assistance in the acquisition, disposition and rental of town owned land. The Legal Department advised the various Town officials, agencies, boards and commissions on legal matters as they arose.

The Legal Department engaged and worked with outside counsel to represent the town in the following matters:

- Labor relations
- Cable Television
- Environmental matters
- Affordable Housing
- Solar Power

FY2015 FORECAST

In fiscal year 2015, Town Counsel shall continue to provide legal services to town agencies at a reasonable cost.

NEEDHAM CONTRIBUTORY RETIREMENT SYSTEM

Retirement Board
Evelyn Poness, Chair
Kate Fitzpatrick
John Krawiecki
Robert Mearls
Thomas Welch

Department Staff
Juanita Hearns, Administrator
Mary Gerber, Administrative Assistant

Instituted in 1937, The Needham Retirement System is a member of the Massachusetts Contributory Retirement Systems and is governed by Chapter 32 of the Massachusetts General Laws. The System, governed by a five member Board, is a fund of $130.6 million. The five members include two appointed by the Town, two elected by the members and retirees, and a fifth member chosen by the other four members with the approval of the Public Employee Retirement Administration Commission. The Board meets on the second Wednesday of the month.

The Board is responsible to its members, the employees of the Town, for the investment of their retirement funds, to inform them of their rights to retirement benefits, and convey any changes in the law which may impact benefits. Prudent cash management and conservative investment of funds has provided a net increase of $9.7million since we joined the Pension Reserves Investment Trust in June 1985.

Membership in the plan is mandatory immediately upon commencement of employment for all permanent employees working a minimum of twenty hours per week. The plan is a contributory defined benefit plan covering all town employees deemed eligible by the retirement board, with the exception of School Teachers. Needham Teachers are administered by the Teachers' Retirement Board. Active members contribute 5, 7, 8, or 9% of their regular compensation. This is determined by the date upon which the employee becomes a member of the System.

Members become vested after ten years of service. The System provides for retirement allowance benefits up to a maximum of 80% of a member's highest three year average annual rate of regular compensation. Benefit payments are based upon a member's age, length of creditable service, salary and group classification. For those entering public service in Massachusetts as of April 2, 2012, there will be changes to the retirement calculation with regard to age factors, minimum age for retirement and the use of the highest five year average annual rate of regular compensation.

The Town annually appropriates the amount determined by an independent actuarial study, which incorporates current and future pension costs. The Board has accepted a new actuarial study as of January 1, 2012. Needham's pension obligation will be 100% funded by the year 2030.

PERSONNEL BOARD

Patricia Forde, Chairman
Joseph Herlihy
Vivian Hsu
Richard Lunetta

Human Resources Department
Elizabeth Dennis, Director
Sophie Grintchenko, Human Resources Administrator
Ellen Reulbach, Administrative Assistant
Chuck Murphy-Romboletti, Management Fellow

PURPOSE/MISSION/AUTHORITY

The Personnel Board is a five-member Board appointed by the Town Moderator. The Personnel Board advises the executive branch on strategic human resources and collective bargaining matters. In its duties, the Board is assisted by the Human Resources Department. The Board works closely with the Town Manager during the development of the classification and compensation plans, personnel policies, and making recommendations to Town Meeting as it deems appropriate. The Personnel Board adopts and amends personnel policies on an ongoing basis.

FY2014 ACCOMPLISHMENTS AND ACTIVITIES

Review and Approval

- Classification:
  - Creation of Fleet Supervisor position title; formerly Garage and Equipment Supervisor; no change in classification; Department of Public Works
  - Creation of new position title – Community Housing Specialist; part-time position; Planning and Economic Development Department
  - Creation of new position title – Senior Building Monitor/AV Technician; part-time position; primarily used by the Town Manager's Office for Town Meeting
  - Creation of Senior Project Manager for Design and Construction position title; formerly Project Manager; one grade upgrade in classification; Public Facilities Department, Design and Construction Division
  - Review of revised Director of Design and Construction position description; no change in classification; Public Facilities Department, Design and Construction Division
  - Creation of Director of Assessing position title; formerly Administrative Assessor; no change in classification; Assessing Division
  - Creation of Technology Support Technician position title; formerly Financial System Application Manager; two grade downgrade in classification; Information Technology Center
  - Creation of Field Assessor position title; formerly Data Collector; two grade upgrade in classification; Assessing Division
  - Creation of Assistant Director of Assessing position title – formerly Assistant Administrative Assessor union position; reclassified to non-represented position; Assessing Division
- Compensation:
  - FY 2015 compensation schedule for non-represented employees (full-time and part-time) and related listing of position titles (Schedule A and Schedule C)
  - NIPEA (DPW Union) Memorandum of Agreement – costs associated with successor contract
  - Established and voted salary for Elected Officials for FY 2015

- Personnel Policies:
  - Policy # 106: Pre-employment Physicals
  - Policy # 316: Personal Leave
  - Policy # 405: Membership in Professional Associations
  - Policy # 409: Smoking in the Workplace
  - Policy # 509: Vehicle Use
  - Policy # 510: Travel Expense Reimbursement
  - Policy #512: Management Compensation System – includes the creation of employment contracts for specific positions within town employment
- 2013 Annual Report

GRIEVANCE LEVEL 3 APPEAL

Heard and adjudicated a Level 3 grievance appeal from the Building Custodian and Tradesman Association, Local 1116, relative to a one-day suspension.

PLANNING & COMMUNITY DEVELOPMENT

SECTION CONTENTS:

- Conservation
- Council of Economic Advisors
- Planning
- Zoning Board of Appeals

RIDGE HILL – 463 Charles River Street

PUBLIC SERVICES ADMINISTRATION BUILDING – 500 DEDHAM AVENUE

CONSERVATION COMMISSION

Lisa Standley, Chair
Paul Alpert, Vice-Chair
Janet Bernardo
Artie Crocker
Stephen Farr
Peter Oehlkers
Sharon Soltzberg

PURPOSE

The Needham Conservation Commission is comprised of seven volunteer members appointed by the Board of Selectmen to staggered three-year terms. The Commission is responsible for administering the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131 Section 40) and the local Wetlands Protection Bylaw (Needham General Bylaws Article 6). The Commission receives and reviews applications for projects involving work within, or within one hundred feet of, wetlands, rivers, streams, and ponds, and within 200 feet of perennial rivers and streams. In addition to their statutory obligations, the Conservation Commission undertakes broader environmental and land-management functions including:

- Managing Town-owned Conservation Land including the 362 acres at Ridge Hill Reservation;
- Promoting the protection of additional open space through conservation restrictions, land donations and purchases;
- Educating the public about the importance of protecting wetlands and other open space; and
- Advising and collaborating with other Town Boards and Committees on matters pertaining to use, management and protection of the Town's natural resources and open space.

The Conservation Commission is assisted by the Conservation Division within the Town of Needham Community Development Department and includes a full-time Director of Conservation, a part-time Conservation Specialist and a part-time Administrative Assistant.

FY2014 ACTIVITIES AND ACCOMPLISHMENTS

Over the course of the year, the Commission continued to see a steady flow of applications primarily for the construction of single-family homes and additions. During FY2014, the Conservation Commission met formally a total of twenty-two (22) times and held a total of sixty-seven (67) public hearings (refer to Table 1). In January of 2014, the Town hired Matthew Varrell as the new, full-time Director of Conservation.

Table 1: FY 2014 Conservation Commission Application Filings & Requests

Type of Application Filing/Request	Number
Notice of Intent[1]	44
Request to Amend Order of Conditions[1]	3
Request for Determination of Applicability[1]	16
Abbreviated Notice of Resource Area Delineation[1]	4
Extension Permit	0
Emergency Certification	0
Certificate of Compliance	26
Minor Modification Request	14
Enforcement Order	10

Type of Application Filing/Request	Number
Trail Maintenance Notification Form	4
DPW Generic Permit Activity Notification Form	1
Exemption Letter	7
Conservation Restriction	0
Notice of Non-significance	0
TOTAL	**129**

[1]Filing involved a public hearing

In addition to applications reviewed through the public hearing process, the Commission is required to review and act on requests to modify, extend or close out existing permits. The Commission handled forty (40) of these requests during this fiscal year. The Conservation Division also coordinates with the Town of Needham Department of Public Works and Public Facilities, and provides professional expertise on town projects in a growing and more restrictive environmental regulatory time period. Finally, for that small percentage of projects that occur within the Commission's jurisdiction without obtaining a permit in advance, the Commission is responsible for pursuing enforcement to bring such sites into compliance with the state and local wetland regulations. In FY2014, ten (10) projects required the issuance of an Enforcement Order in order to restore or protect wetland resource areas.

In its role as land manager, the Conservation Commission continued its ongoing work to implement the Comprehensive Master Trails Plan. In cooperation with the Trails Advisory Group (TAG), the Conservation Commission has continued to make progress over the last year in implementing the priorities of the Master Plan including installing trail signs and kiosks, continuing the trail steward program, and improving trail maintenance. With the use of approved Community Preservation Act funding, Conservation Commission staff participated in preparing the Request for Proposal for the design of an improved trail at the Needham Reservoir (to meet Americans with Disabilities Act requirements). Design is anticipated to be completed in FY2015. The construction of the fully designed Fuller Trail Boardwalk is anticipated to occur in FY2015, using CPA funding. The Commission continues to partner with Eagle Scouts Award applicants and the Town of Needham Forestry Department to maintain and improve trails on Conservation lands.

Skunk cabbage flowers emerging in spring at Ridge Hill (photo by Maury Eldridge).

The Commission encourages the involvement of all interested Needham residents in helping to preserve the natural resources of the Town and expand their use and appreciation. The Commission generally meets the second and fourth Thursday of each month at 7:30 p.m. and all Needham citizens are invited to attend.

COUNCIL OF ECONOMIC ADVISORS

Matthew Talcoff (Chair)
Glen Cammarano
Maurice Handel
Thomas Jacob
Janet O'Connor
Martin Jacobs
Robert Hentschel
Michael Wilcox
Bruce Herman
Elizabeth Grimes
Bill Day
Brian Nadler
Matthew Borrelli
Peter Atallah
Rick Putprush
Devra Bailin, Economic Development Director, serves as staff to the CEA.

PURPOSE

The CEA was established by the Needham Board of Selectmen ("BOS") to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses. The CEA studies issues and makes proposals to the BOS to foster growth and economic development in Needham. It works closely with the Director of Planning and Community Development and the Planning Board to effectuate zoning changes necessary to implement economic goals.

FY2014 HIGHLIGHTS

In prior fiscal years, the CEA studied and initiated changes to NEBC use and dimensional zoning to allow greater flexibility in uses and greater density and height, which changes were recommended by the BOS and Planning Board and adopted by Town Meeting. These changes enticed TripAdvisor to return to Needham and resulted in an historic first Tax Increment Financing to be approved by Town Meeting. Construction of this game changer is underway.

The CEA through its NEBC Branding and Marketing Subcommittee obtained private funding (accepted by the BOS as a gift) last year to hire a consultant to assist the CEA with the renaming and branding of the NEBC. After the CEA's recommended name of "Needham Crossing" was approved by the BOS, the CEA continued its branding work and provided logo design recommendations to the BOS, which were adopted. The CEA, utilizing the new name and logo, obtained designs for five existing sign locations to be resurfaced and new branding installed.

Continuing its efforts to increase Needham's visibility along Route 128, the CEA has studied and proposed changes to the Mixed Use-128 district to allow residential development in the district. Community meetings supported the concept of true mixed use development in this zone and draft zoning and preliminary fiscal impact analysis was completed by the Economic Development Department. Efforts to obtain professional input to support this work are ongoing.

The CEA has made the streamlining of permitting a priority. Through its Downtown Subcommittee the CEA continues to work with the Planning Department and the Planning Board to implement additional changes to create a less cumbersome permitting process. Three of those

initiatives were adopted last year, including simplifying façade modifications in the Downtown (leaving the review to the Design Review Board only), increased thresholds for site plan review and for permitting relating to preexisting nonconforming parking lots, and simplifying the process of permitting of signs and allowing greater flexibility in signage as of right.

The CEA also established as a priority the support of the Discover Needham Local First campaign initiated by the Needham Business Association to support independent locally-owned businesses in Needham. The CEA's application for participation in the Babson College Management Consulting Field Experience Program to create a marketing plan for the Downtown was application was accepted and the Economic Development Director worked with the Babson students to complete the project in December of 2013. The CEA reviewed and proposed implementation of certain changes and reapplied with the MCFE program for another team of students to refine the plan.

The CEA through its Industrial Zoning District Subcommittee held public meetings and discussed zoning changes to up-zone certain areas along Route 128, which are critical areas of economic development now constrained by restrictive zoning. Draft zoning was discussed but the CEA is awaiting funding to formalize build-out, traffic and elevation impacts to the areas in question.

The Economic Development Department has worked closely with various organizations, including the Needham Business Association, Newton Needham Chamber of Commerce, N^2 Innovation Corridor initiatives, 128 Business Council and Needham Merchants Association to promote economic development throughout Needham. Those relationships have increased Needham's profile as an economic desirable area to develop.

PLANNING DEPARTMENT

PLANNING BOARD
Bruce T. Eisenhut, Chairman
Sam Bass Warner, Vice-Chairman
Martin Jacobs
Jeanne S. McKnight
Elizabeth J. Grimes

DEPARTMENT STAFF
Lee Newman, Director of Planning and Community Development
Alexandra Clee, Assistant Planner
Karen Sunnarborg, Community Housing Specialist
Devra Bailin, Director of Economic Development

PURPOSE

The Planning Board is charged with broad statutory responsibilities to guide the physical growth and development of Needham in a coordinated and comprehensive manner. Specifically, the Planning Board is legally mandated to carry out certain provisions of the Subdivision Control Law (M.G.L., Chapter 41, Section 81-K to 81-GG) and of the Zoning Act (M.G.L., Chapter 40A). These legal responsibilities are reflected locally in the Subdivision Rules and Regulations and Procedural Rules of the Planning Board and in the Town's Zoning By-Law. The specific services that the Planning Board provides are as follows:

- **Review and Approval/Disapproval of**
  - Approval-Not-Required (ANR) Plans
  - Preliminary Subdivision Plans

- Definitive Subdivision Plans, including ongoing administration
- Site Plans of certain larger developments (major projects)*
- Residential Compounds (RC's)*
- Scenic Road Applications
- Outdoor Restaurant Seating Applications

  * This includes Special Permit Decisions, with legal notices, public hearings, and written decisions; similar statutory procedures are followed for Definitive Subdivision Plans.

- **Review and Advisory Reports on**
  - Site Plans of certain smaller developments (minor projects)
  - Applications to the Board of Appeals for variances and special permits
  - Petitions for acceptance/discontinuance of public ways
- **Initiation, Development, and Presentation of Proposed Zoning Amendments to Town Meeting**
- **Preparation and Maintenance of a Master Plan** and related planning studies to guide future physical growth and development in Needham (including studies referred to the Board by Town Meeting)
- **Revisions to "Subdivision Regulations and Procedural Rules of the Planning Board" and printing of the same**
- **Reprinting of Town Zoning By-Laws and Zoning Map**
- **Provision of Information on Planning, Zoning and Development matters to the public (including residents, developers, and other government agencies)**

FY2014 ACCOMPLISHMENTS AND ACTIVITIES

ORGANIZATION/STAFFING

Fiscal Year 2010 saw the creation of a Planning and Community Development Department. Previously, the four community development and land use functions had been performed in three Departments namely, Planning, Conservation, and the Board of Appeals. Under this reorganization the Planning and Economic Development functions were retained under a single budget and the Conservation and Zoning Board of Appeals budgets were combined to create a new "Community Development" budget. A Director of Planning and Community Development was appointed with oversight of both the Planning and Economic Development budget and Community Development budget. A new Administrative Assistant position was created to support the Planning, Economic Development, Conservation and Zoning functions of the Department. The goal of the reorganization was to meet the identified needs of the then existing departments, to improve operational efficiency, and to enhance service delivery. We believe that the reorganization has been successful in improving operational efficiency, interdepartmental coordination and thus has enhanced service deliver to Needham's constituents. Finally in Fiscal Year 2013, the Planning and Economic Development Department added a part-time Community Housing Specialist position. The Housing Specialist provides administrative and technical support relating to affordable housing issues, coordinates the efforts of various town boards and committees in the development of affordable housing opportunities, and assists in the implementation of the Town's Community Housing Plan.

PERMITTING

In its capacity as a special permit granting authority, the Planning Board in FY 2014 processed 18 new applications as "Major Projects" under the Site Plan Review By-Law and issued 13 amendments on previously approved "Major Projects". In addition, the Board reviewed and

approved 3 subdivision plans and a total of 5 plans were endorsed "Approval-Not-Required (ANR)" under the Subdivision Control Law, meaning that the lots created or altered on such plans met minimum frontage requirements.

The Board of Appeals referred 42 applications for variances, special permits, comprehensive permits, and administrative appeals to the Planning Board last year, and as required by the Zoning By-Law, the Board reviewed each application and submitted its recommendations in writing to the Board of Appeals.

During the fiscal year the Department continued its practice of tracking the turnaround time required for its Major Project Site Plan Special Permits and subdivision applications as a way of monitoring the effectiveness and timeliness of our permitting process. Within the monitoring period, the Department tracked the time that elapsed between filing an application and scheduling a public hearing; between the close of the public hearing and the issuance of the Certificate of Action; and between the Board's action and the filing of the written decision with the Town Clerk. The goal was to schedule a public hearing within 5 weeks of receiving an application; to issue a special permit decision or subdivision decision within two weeks of the close of the public hearing; and to file the written decision within 5 business days of permit issuance by the Board. The articulated goals were met for all three studied criteria in Fiscal Year 2014. During the affected time line 18 new Special Permit applications and 3 Subdivision applications were processed. Public hearings were held on average within 30 days of application receipt, decisions were issued within 6 days of the close of the public hearing, with written decisions filed with the Town Clerk within 5 days of permit issuance. Total average time required to process an application was 46 days with a minimum of 27 days and a maximum of 86 days.

NEEDHAM CROSSING BUSINESS CENTER PLANNING

A planning study focusing on the Needham Crossing Business Center (NCBC) was initiated in Fiscal Year 2011. The 215-acre NCBC is the economic powerhouse of the Town of Needham. In Fiscal Year 2010, the NCBC provided 57 percent of all tax revenue that came from commercially and industrially classified properties in Needham. The study's objective was to identify a balanced plan appropriate to: (1) expanding the type of allowable uses and mix of commercial uses within the NCBC so that the park can respond to market demands and fulfill its development potential; (2) expanding the allowable amount of retail and/or other consumer uses and/or restaurant uses on the first floor of multi-floor developments; (3) analyzing which, if any, existing dimensional controls are restraining development, either prohibiting it altogether on smaller lots or not providing sufficient financial incentive to encourage development; and (4) assessing what the traffic and other impacts are of various levels of different uses and/or mix of uses and/or regulatory changes increasing the density of development so that a proper balance can be reached between appropriate fiscal incentives and acceptable levels of impacts on our community. The first phase of the study was completed in FY2011 and recommended changes in the use profile for the park including the expansion of the allowed mix of retail, restaurant and consumer services on the first floor of multi story buildings and the clarification of certain permitted medical uses. Said zoning changes were presented to and adopted by the May 2011 Annual Town Meeting. Phase 2 of the study which relates to dimensional changes was not complete at the time of the May 2011 Annual Town Meeting. Accordingly, the Planning Board advised Town Meeting that it would be back in the fall of 2011 with respect to the NCBC recommended dimensional zoning changes. Said changes were presented to and adopted by Town Meeting in the fall of 2011 and removed dimensional requirements that were providing impediments to development in the NCBC. The

changes included reductions in front yard setback and open space requirements along with increases in permitted maximum lot coverage, height and floor area ratio standards. Said adjustments permit greater flexibility, especially when coupled with a general provision granting discretion to the Planning Board to relax dimensional requirements (except height) up to 25% after making specific findings as to the propriety of the waivers as to a particular project and location.

The strategy noted above for the NCBC district has proved successful. In April of 2012, the Planning Board approved the first major redevelopment project in the district namely the Marriot Residence Inn, a hotel comprising approximately 89,740 square feet and containing 128 guest units, approximately 13,240 square feet of conference/function space, a guest dining area, lounge/bar, indoor pool, exercise room and other hotel amenities, parking for 140 vehicles, landscaping and associated improvements. The hotel was completed in September 2013 and is now fully occupied. Also approved in September 2013 were four office/research and development buildings having a total square footage of 740,000 square feet, two parking garages (Garage A to contain 580 parking spaces; Garage B to contain 2,040 parking spaces) the latter to be constructed in phases, 114 surface parking spaces and associated infrastructure, improvements and landscaping. Construction of the first building with tenancy planned for Trip Advisor began in October 2013. Occupancy is anticipated for August of 2015.

To support the redevelopment of the NCBC district and provide the required infrastructure, the Department continues to work closely with the City of Newton in relation to the Needham Street/Highland Avenue corridor project, as well as with respect to mass transit uses of the abandoned MBTA rail bed at that locale. We anticipate working together on grants to explore the feasibility of the latter and on pressing for completion of plans for and funding of improvements along the corridor of the former.

NEEDHAM CENTER PLANNING

A comprehensive planning study focusing on improving and enhancing Needham Center was completed in FY2009. The planning effort engaged the Town, including municipal officials, citizens, business interests, property owners, and, where appropriate, federal and state transportation agencies, in a focused and prioritized planning effort to improve the downtown area. To assure that Needham Center continues to serve its important social and economic function, the comprehensive planning process achieved two primary objectives: 1) developed a cohesive comprehensive plan for the future of Needham Center, which addresses the land use, infrastructure, parking and traffic issues; and 2) educated and involved the community during plan development to assure a planning effort supported by a broad range of community representatives. Zoning, land use, and dimensional regulations such as height, setbacks and FAR were addressed, as well as parking, finance, marketing and other aspects of creating an attractive context for investment in a mixed-use center. Warrant articles for zoning changes based on the plan were presented and adopted at the Annual Town Meeting in May of 2009. Construction of the first mixed-use building authorized under the new Needham Center Overlay District was initiated at 36-58 Dedham Avenue in June of 2013. The building comprises 3+1 stories and will have a finished height of 48 feet. The first floor of the building comprising 2,379 square feet will be utilized for retail purposes and the second, third and fourth floors comprising 17,068 square feet will be utilized as dwelling units. The development will include ten residential units with one of those units designated as affordable. Implementation of the Needham Center Plan and its

recommended next steps agenda remains one of the primary goals and functions of the Department.

In furtherance of the recommendations contained within the Needham Center Planning effort the Department provided staff support during FY 2014 to the Downtown Streetscape Working Group charged with developing streetscape concepts for the Needham Center area. The one year effort led to the development of a Streetscape Master Plan that will serve as a comprehensive guide for future streetscape improvements in the Needham Center area. The plan addresses all of the physical elements within the streetscape and includes: sidewalks and crosswalks; street design, including lane width and surface treatments; traffic signals; lighting; street trees and grates; public art; street furniture, including benches and trash receptacles; signage; on-street parking and bus stops. The plan provides a block-by-block examination for the study area with specific design recommendations, along with phasing options and cost estimates. It is anticipated that the plan will be implemented in phases as Chapter 90 funding permits leading to a remake of sections of Great Plain Avenue, Highland Avenue, Chestnut Street, Dedham Avenue, and Chapel Street over the next decade.

Rezoning Initiatives

In Fiscal Year 2014 the Planning Board offered two major zoning initiatives as follows: (1) Developed the By-Law for a Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District at the Town of Needham Recycling and Transfer Station. As relates to this effort, two articles were offered. The first laid out the regulatory framework for the new overlay district while the second described its geographic boundaries. The by-law provides standards for the placement, design, construction, operation, monitoring, modification and removal of such installations. The standards aim to address public safety, minimize impacts on scenic, natural and historic resources and to provide financial assurance for the eventual decommissioning of such installations. The provisions set forth in the by-law apply to the construction, operation, maintenance and/or repair, and/or modification and/or removal of such Large-Scale Ground-Mounted Solar Photovoltaic Installations. Permitting for the project was completed by the Planning Board in March of 2014 with construction of the facility anticipated to begin in the spring of 2015. (2) Developed the By-Law for the Medical Marijuana Overlay District. As relates to this effort, two zoning articles were prepared and offered. The first outlined the regulatory framework for a new overlay district while the second described its geographic boundaries. The zoning amendment took the following approach: 1) identified the overlay districts in which the Registered Medical Marijuana Dispensary use would be allowed; 2) established that the use would only be allowed by special permit from the Planning Board; 3) described the submittal requirements to be included in an RMD application; and 4) established the special permit criteria unique to this use that would be utilized in the review of a given proposal. The amendment limited a Registered Medical Marijuana Dispensary to the Mixed Use-128 District and the portion of the Highland Commercial-128 District located north of Highland Avenue and west of Second Avenue, since they are commercial districts with access to the regional roadway network. Finally, a third article was prepared to extend the zoning moratorium on any application for a medical marijuana treatment center through December 31, 2014. This third alternative was offered to allow the Town time to develop an alternative regulatory response to the new use in the event that the Medical Marijuana Overlay District was not adopted by Town Meeting. Only, the third option was adopted by Town Meeting. Presently, The Town through its Planning Board and Board of Selectmen are reviewing alternative regulatory approaches for a medical marijuana treatment

center with a revised regulatory approach anticipated to be presented at the May 2015 Annual Town Meeting.

OTHER PLANNING STUDIES
Planning Studies currently underway are as follows:

REVIEW OF LARGE HOUSE ZONING
Data indicates that the demolition of older, smaller, and less expensive homes has become the principal source of lots for the construction of new single-family houses. The purpose of the study is to develop a vision for the residential areas of the Town and to consider whether zoning or other land use controls are desired, warranted and potentially advantageous in Needham.

PREPARATION OF A HOUSING PRODUCTION PLAN FOR NEEDHAM
The Housing Production Plan Program was introduced in December 2002 with the intention of providing municipalities with greater local control over housing development. Under the Program, cities and towns were required to prepare and adopt a Housing Plan that demonstrated the production of an increase of 0.75% over one year or 1.5% over two-years of its year-round housing stock eligible for inclusion in the Subsidized Housing Inventory. If DHCD certified that the locality had complied with its annual goals or met two-year goals, the Town could, through its Zoning Board of Appeals, potentially deny what it considered inappropriate comprehensive permit applications for one or two-years, respectively. Changes to Chapter 40B established some new rules in 2011. Annual goals changed from 0.75% of the community's year-round housing stock to 0.50%, meaning that Needham will now have to produce at least 55 affordable units in a calendar year to become "certified" through 2020, still a serious challenge. Using the strategies identified in the 40B Guidelines, as well as prioritized housing needs identified in Town's Affordable Housing Plan, Needham's Housing production goals are presently being developed by the Department.

The Town continued its membership in the Metro West Housing Consortium, which includes Bedford, Belmont, Brookline, Concord, Framingham, Lexington, Lincoln, Natick, Sudbury, Newton, Waltham, Wayland and Watertown. HUD allocated approximately $1 million to the consortium for the development of low and moderate-income housing in Fiscal Year 2013. As anticipated FY2009 through FY2013 consortium funds ($280,000) were allocated to the Charles River Center for the construction of a group home at 1285 South Street. The home serves individuals with development disabilities. Construction of this new group home was completed in December of 2013.

FUTURE CHALLENGES
The key challenges facing the Planning Board and Department over the course of the next five years will be securing the successful implementation of the Needham Center Plan and the Land Use and Zoning Plan for the Needham Crossing Business Center. The State has made mixed-use smart growth development, as envisioned in the Needham Center plan, a priority and has provided the financial assistance required to secure its implementation. Ensuring that Needham takes advantage of its key strategic advantage, namely, four commuter rail train stations, to access those funds and to promote plan objectives remains a key priority and challenge. Additionally, unlocking the economic potential of the Needham Crossing Business Center remains an important goal of the Board and Department.

As relates the Needham Crossing Business Center, the department continues to work with Major Needham Crossing Business Center developers to foster economic development and to identify and secure associated state infrastructure grants. Further, the Department remains committed in its effort to renew and foster its work with the City of Newton in relation to Needham Street improvements and mass transit uses of the abandoned rail bed. Finally, creating a streetscape design for the NCBC District and securing its implementation remains a high departmental priority.

In closing, the Planning Board welcomes your participation in any of its meetings and, in particular, your expression of agreement or disagreement on positions the Board has chosen to take regarding the development of the Town.

ZONING BOARD OF APPEALS

ZONING BOARD OF APPEALS
Jon D. Schneider, Chairman
Jonathan D. Tamkin, Vice Chairman
Howard S. Goldman, Member
Kathy Lind Berardi, Associate Member
Peter Friedenberg, Associate Member

DEPARTMENT STAFF
Sheila Page, Administrative Specialist

PURPOSE

The Zoning Board of Appeals is a quasi-judicial body that serves the community by hearing and making decisions on applications for special permits, variances, 40B comprehensive permits, and appeals to decisions of the Building Inspector. The Board applies Massachusetts General Laws and the Town By-laws. Most matters that come before the Board are initiated by residents or businesses seeking relief under the Town's Zoning By-laws. Each application is processed in accordance with the legal requirements established under the Massachusetts Zoning Act, the Town's Zoning By-laws and the Board's Rules and Regulations. The Board also handles Comprehensive Permits under Chapter 40B which are initiated by developers seeking to build multi-family dwellings that do not comply with local zoning. Under Massachusetts General Laws, Chapter 40B the Board acts for all Town agencies and is governed by the rules and regulations of the Massachusetts Department of Housing and Community Development.

The Board of Appeals consists of three regular members and two associate members appointed by the Board of Selectmen, as authorized and established by Massachusetts General Laws, Ch. 40A, the Home Rule Charter Act and Article VIII of the General By-laws.

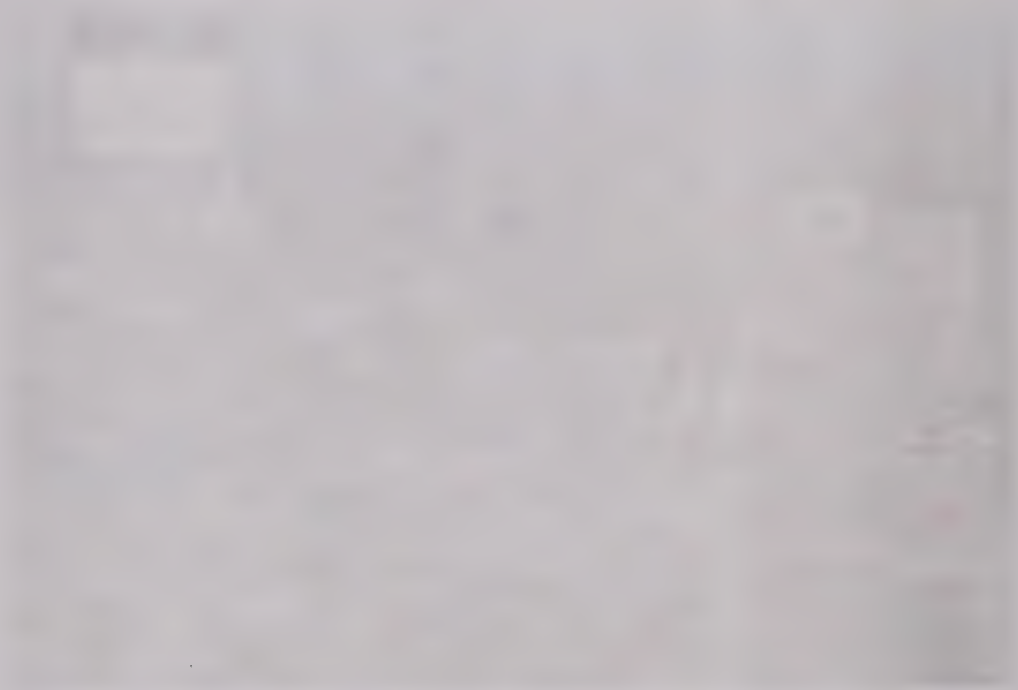
FY2014 STATISTICS

The Board of Appeals met thirteen (13) times in FY 2014. During those meetings the Board conducted sixty (60) hearings and listened to five (5) informal matters. The Board of Appeals received forty (40) applications relating to Special Permits; two (2) of which were withdrawn and four (4) of which were requests to transfer existing Special Permits. In addition, there was one (1) Appeal of a Building Inspector's Decision, one (1) application for a Variance and eight (8) amendments for existing Comprehensive Permits under Chapter 40B.

As a result of these new cases and the open cases carried over from the previous year, the Board issued fifty-one (51) Decisions in FY 2014. The number of hearings exceeds the number of

applications because several cases required multiple hearings. The Greendale Mews 40B Comprehensive Permit required eight (8) hearings that began May 2013 and continued until December 2014. The developer has appealed the decision.

In FY 2014, the Board of Appeals collected $12,100 in application fees. The fees in FY 2014 are substantially less than fees in FY 2013 because there were no new applications for 40B Comprehensive Permits.



PUBLIC SAFETY

SECTION CONTENTS:

- Building Department
- Fire Department
- Police Department

FIRE DEPARTMENT
88 CHESTNUT STREET

POLICE DEPARTMENT
99 SCHOOL STREET

BUILDING DEPARTMENT

David A. Roche, Building Commissioner
Stephen A. O'Neill, Asst. Building Commissioner
Lawrence E. Lench, Local Building Inspector
Henry L. Fontaine, Local Building Inspector
William A. Kinsman, Plumbing & Gas Insp.
Scott W. Chisholm, Wiring Inspector
Christina D. Hooper, Administrative Specialist
Adrianne A. Banks, Department Assistant
Manuel W. Rodriguez, Department Assistant

PURPOSE

It is the objective of the Building Department to ensure the quality of life of those who live, work and visit Needham by promoting safety in the construction, use, and occupancy of buildings throughout town.

The Building Department is responsible for reviewing applications and plans to construct, alter and demolish any building or structure, for compliance with:

- Zoning By-Laws
- Massachusetts State Building Code
- Massachusetts State Fuel, Gas and Plumbing Code
- Massachusetts State Electrical Code
- Town of Needham Sign By-Law

The Massachusetts State Building Code also requires this department to inspect public buildings in town for public safety. There are:

- 13 places of worship
- 16 day care sites
- Several state group homes
- Several nursing home facilities
- Beth Israel Deaconess Hospital
- Charles River Center
- 8 public schools
- 4 private schools
- One college including dormitory buildings
- 982 apartment units
- 375 hotel units
- Approximately 45 other places of assembly and restaurants

All require inspections throughout the year to insure that these structures comply with the building code for public safety, ingress and egress.

FY2014 PERSONNEL CHANGES

- Assistant Building Commissioner, Stephen O'Neill, retired June 27, 2014 after serving the Town for almost 14 years.

FY2014 HIGHLIGHTS

- **5,019** permits issued
- **$1,975,200** collected in fees

- **9,941** inspections performed, plus emergency calls from Police and Fire.
- **$166,510,982.00** spent by Needham property owners to construct or remodel
- **1,840,669** square feet of construction to buildings and structures
- **Major Projects**: Trip Advisor consisting of a 6 story office building and a 7 story parking garage. One 4 story mixed use structure; new Town Pumping Station. Greendale Ave.'s 20 unit 40B project, consisting of 12 single family units and 4 duplex units. Certificates of Occupancy issued for major projects include Beth Israel Hospital and North Hill.

Activity Compared With Recent Years: Number of Permits / Fees Collected

	2011	2012	2013	2014
Building	1386/$955,193	1431/$1,348,237	1415/$1,205,525	1406/$1,622,105
Plumbing	817/$58,156	920/$79,893	987/$77,585	1021/$77,205
Gas	463/$19,420	691/$27,913	874/$33,033	782/$32,799
Wiring	1160/$127,387	1234/$160,639	1387/$208,892	1465/$171,138
Sheet Metal	42/$7,216	400/$57,223	280/$52,157	275/$54,366
Signs	21/$1,525	30/$2,525	63/$5,275	60/4,325
Swimming Pools	7/$1,050	6/$900	6/$900	10/$1,500
Weights & Measures	$9,410.50	State Contract	State Contract	State Contract
Miscellaneous Fees	$26,816	$15,758	$15,586	$11.762
Totals	3,896/$1,206,173.50	4,712/$1,693,088	5012/$1,598,953	5019/$1,975,200

	2011	2012	2013	2014
New Single Family Dwellings	67	75	61	98
New Two Family Dwellings	5	10	10	34
New Multi-Family			1	2
New Non-residential Buildings	3	5	6	2
Conversion to Two Family	0	0	0	0
Add/Alter Existing Residential	942	1006	946	656
Add/Alter Existing Non-residential	108	178	191	124
Demolish or Relocate	101	108	68res./4com.	92res./2com.

FIRE DEPARTMENT

Dennis X. Condon, Fire Chief

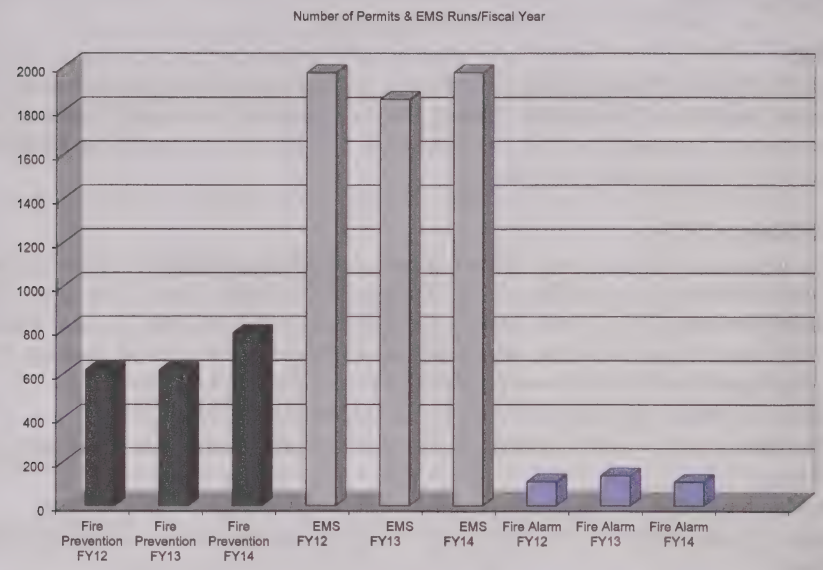
PURPOSE

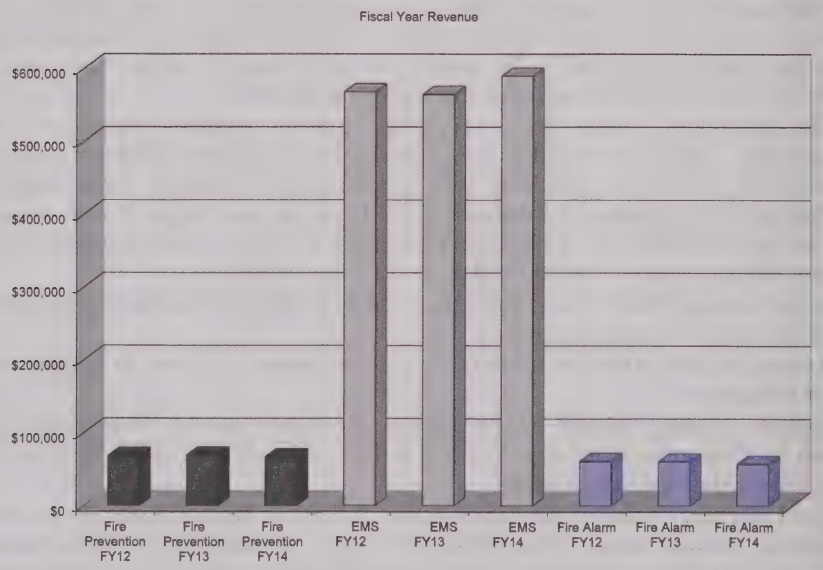
To provide the Town of Needham with an effective, well-trained team of professionals to protect the lives and property of its residents through fire suppression, emergency medical services, emergency disaster preparedness, and fire prevention through fire inspections and education, in the most cost-effective manner possible.

FY2014 HIGHLIGHTS

- The department went through numerous personnel changes including several retirements: Administrative Assistant Bonnie A. Montgomery, Deputy Fire Chief Barry Carloni, Superintendent of Fire Alarm Raymond E. Bigelow, and Firefighter Michael Wright.
- Fire Captain Dennis Condon was promoted to Deputy Fire Chief in January 2014 and Lieutenant John Krawiecki was promoted to Fire Captain in February 2014.
- Shawn Donovan was appointed Acting Fire Inspector in February 2014.
- Firefighters Jeffrey Cote and Brian Stark were both promoted to Fire Lieutenant in March 2014.
- In March two new Firefighters were hired: Neil Sullivan and Nicholas Giorgio.
- A new Quint (combination ladder/pumper) manufactured by KME was put into service in April.
- The department was awarded funding in the amount of $4,686. for the Student Awareness of Fire Education grant. The grant program is a state initiative aimed at providing fire safety education primarily in Grades Pre-K through Grade 12. In addition to the classroom education, the department participated in school fairs, career days, Boy/Girl Scout meetings and other extracurricular activities.
- The department offered some specialized training programs throughout the year including: training presented by the Massachusetts Firefighting Academy on community risks and challenges associated with gasoline/ethanol blended fuels; training from Bulldog Fire Apparatus, a distributor of KME, on the new Engine 3; and, training from Fire Tech and Safety on Amkus tool techniques, as well as instruction on the use of the new Rescue Struts on Engine 3 and the new airbags on Rescue 1.
- In conjunction with the Beth Israel Deaconess Hospital, the department presented training on the Mass Decontamination Unit.
- A specialist from Riverside Community Care presented a program on suicide prevention for firefighters.
- In-house training included EMT/Paramedic Refresher, monthly EMT meetings/rounds and building tours of the new Marriott Residence Inn, Center at the Heights, and BID Needham Hospital Cancer Wing.
- Our Emergency Medical Services program underwent some changes as Massachusetts adopted National standards for EMS certification. The adoption of National standards is an effort in part to standardize what is required and the way EMS operates around the country.

As part of the change to National certification, training was received on new stroke protocols. With a change to National standards, more protocol training will be mandated in the future.





POLICE DEPARTMENT

Philip E. Droney, Chief of Police

PURPOSE

The police mission is the maintenance of social order within carefully prescribed ethical and constitutional restrictions. This mission contains the following elements:

- Prevention of Criminality
- Repression of Crime
- Apprehension of Offenders
- Recovery of Property
- Regulation of Non-Criminal conduct
- Performance of Miscellaneous Services

Consistent with the above, the Department mission is to work with all citizens to preserve life, maintain human rights, protect property and promote individual responsibility.

The Police Department is established under the authority of Massachusetts General Law, Chapter 41, Section 97A.

POLICE DEPARTMENT STAFFING

During the year the full time staff included a total of fifty-five employees. They included:

- 49 sworn police officers
- 3 public safety dispatchers
- 1 Animal Control Officer
- 3 Civilian Clerical Staff
- 1 Mechanic/Custodian
- In addition, the Department maintained twenty-two traffic crossing supervisors to staff school traffic crossings.

PERSONNEL CHANGES FY2014

- Motorcycle Officer James Krawiecki retired after 33 plus years of service.
- Detective Joseph O'Brien Sr retired after 31 plus years of service.

DEPARTMENT ASSIGNMENTS FY2014

- 402 child safety seats were installed by Officer James Treggiari during the year.
- Officer Karl Harmon served as Community Service Officer
- Officer R. Vincent Springer served as School Resource Officer.
- Officer Catherine McCullough was assigned as the Juvenile Court Prosecutor.
- Officer Michael Schlittler was assigned to the Detective Bureau.
- Officers Anthony Frongillo, Vincent Turco and Ryan O'Leary were assigned to the mountain bike patrol.
- Officer Ed Bayiates was assigned to the police motorcycle for traffic enforcement.

The Department continued to participate in regional activities with other area police departments in an effort to combine resources and maximize service in areas involving investigative activity, communication technology and tactical deployments.

TECHNOLOGY & PROJECTS FY2014

- The Police Department began the process of transitioning over to a new public safety computer aided dispatch and records management system. Training and development continues to be provided to ensure proficiency with the new software. The Department's goal is to improve efficiency by eliminating multiple applications currently being used and reducing maintenance costs.
- The Department, in collaboration with the Norfolk County District Attorney's Office, equipped all marked police vehicles with Nasal Narcan. Narcan is a medication that is used to reverse the effects of an opiate overdose.
- The Department received the AAA Southern New England recognition award marking six years with no pedestrian fatalities. The award also recognized the Departments commitment to traffic safety.
- The Police Department, working in conjunction with the Fire Department, continued to work with the Needham Schools on several safety initiatives. These included lock-down drills, reviewing school crisis plans, critical incident training, building security and other school safety concerns. This team approach has been valuable and beneficial in enhancing school safety.
- The Department received reimbursement funding under the State 911, Department of Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Program. The grant funding to each primary 911 call center is based on the previous years 911 call center volume. During FY 2014 the Department was allocated $57,891.
- The Department also received federal grant funding through the Massachusetts Highway Safety Department to conduct high-visibility traffic enforcement. The enforcement mobilizations targeted drunk driving, aggressive drivers and seat belt use. In FY 2014, the Department received $3,759 through the grant.
- For the eighth year in a row the Police Department participated in the International City Manager's Association (ICMA) Center for Performance Measurement data collection study. This project allowed the department to evaluate fiscal year activities against those of prior years, and also to compare our agency with other police departments across a wide range of criteria that is common to law enforcement agencies.

FY2014 Activity compared with recent years

Category	FY2012	FY2013	FY2014
Calls for Service	33595	32584	34368
Incident Reports	1809	1569	1729
Larceny	234	197	140
Vandalism	66	48	54
Breaking and Entering	43	54	24
Assaults	30	29	39

Drug Violations	14	14	12
Civil Marijuana Violations	30	28	13
Operating under the Influence	28	21	20
Adult Arrests and Complaints	378	341	317
Juvenile Arrests & Complaints	27	28	41
Traffic Violations	4056	2931	3491
Accidents Reported	436	407	424

The distribution of illicit drugs in Town continues to be a major concern of the police department. The Police Department was involved in several narcotic investigations which resulted in the arrest of several individuals. The offenses some of these individuals were charged with ranged from possession with intent to distribute marijuana to possession with intent to distribute heroin.

In the spring of 2014, Needham Police investigated and arrested several individuals involved in the trafficking and distribution of Opiate drugs in the Town. The arrest of these individuals had a significant impact on the street level availability of these drugs in town. The Police Department will continue to aggressively address the distribution of illegal narcotics through enforcement, education and community partnerships.

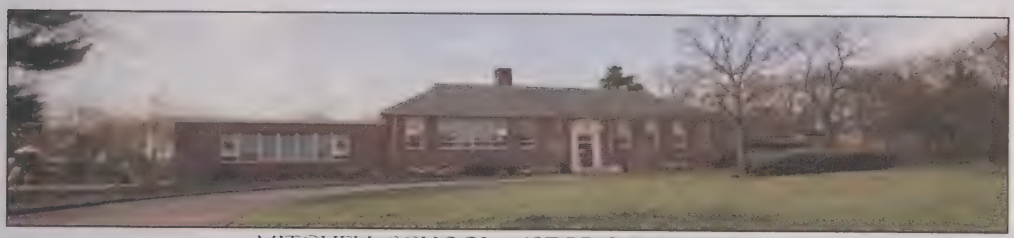
- The number of reported breaking and entering cases decreased from the previous fiscal year.
- Reported assaults increased this year from 29 to 39.
- Adult arrests and complaints decreased from the previous year while juvenile arrests and complaints increased.
- In FY 2014 the Department received $17,950.00 in false alarm fees.

In an effort to keep unwanted and expired prescription medication out of the hands of children, the Police Department participates in a prescription drug take-back program. Through a combination of a prescription drug disposal safe located in the police department lobby and a semi-annual drug take-back drive, the Department collected and safely disposed of 773 pounds of unwanted medication in FY 2014.

EDUCATION

SECTION CONTENTS:

- Future School Needs Committee
- Minuteman Regional High School
- Needham Public Schools



MITCHELL SCHOOL – 187 BROOKLINE ST

HIGH SCHOOL – 609 WEBSTER ST

HIGH ROCK SCHOOL – 77 FERNDALE RD

ELIOT SCHOOL – 135 WELLESLEY AVE

SCHOOL ADMIN - 1330 HIGHLAND AVE

FUTURE SCHOOL NEEDS COMMITTEE

David Coelho, Chairman, appointed by Selectmen
Susan Neckes, appointed by School Committee
Ann DerMarderosian, appointed by Finance Committee
Marjorie Margolis, appointed by Moderator

Each year the Future School Needs (FSN) Committee projects school enrollment for the next ten years. The goal of the projections is to both reflect an accurate picture of the next year's enrollment and determine general trends over the longer term. Historically, accurately projecting the number of students who will enter kindergarten has been the most difficult part of the projection. For the coming school year 2015-2016 the total school enrollment estimate is 5,453 students.

BIRTH TRENDS

The birth data reflects reported births from July 1 to June 30 of each year. The reported births in the July 1, 2013 to June 30, 2014 timeframe were 275. This is an decrease of about 1.4% from the prior year's 279 We used a six-year average from 2009-2014 to estimate future assumed births (282 per year) for the birth years 2014/15 to 2018/19. Significant changes in births affect our projections and we monitor this each year.

ACCURACY OF PRIOR YEAR PROJECTIONS

Last year we projected total enrollment of 5,482 students for the 2014-2015 school year. Actual October 1, 2014 enrollment is 5457 -- a variance of 25 students. This represents a 0.46 % overstatement in our projection. The chart below shows the Committee's projection results for the past 15 years.

FSN ENROLLMENT PROJECTION TO ACTUAL SCHOOL ENROLLMENT

Year	Projected	Actual	Variance Proj. to Actual	% Understated/(overstated)
2014	5,482	5,457	25	(0.46%)
2013	5,469	5,447	22	(0.40%)
2012	5,399	5,390	9	(0.17%)
2011	5,402	5,360	42	(0.78%)
2010	5,258	5,301	-43	0.82%
2009	5,143	5,238	-95	1.85%
2008	5,034	5,059	-25	0.50%
2007	5,060	5,003	57	(1.13%)

Year	Projected	Actual	Variance Proj. to Actual	% Understated/(overstated)
2006	5,013	4,979	34	(0.68%)
2005	4,915	4,879	36	(0.73%)
2004	4,780	4,838	-58	1.21%
2003	4,611	4,667	-56	1.21%
2002	4,513	4,565	-52	1.15%
2001	4,417	4,439	-22	0.50%
2000	4,411	4,374	37	(0.84%)

(Percent understated reflects Actual/Projected in percentage terms.)

The past fifteen years of projections show that FSN usually projects annual enrollment for the next year within 2.0%. In 10 of the last 15 years the projections were within 1.0%. Since the revised kindergarten methodology was adopted 17 years ago (see below), only once (in 1998, the first year of the census method) was the projection off by more than 2.0%. We always need to keep in mind that these projections are **estimates** and in any given year there could be as much as a 3.0% (or greater) variance.

Public kindergarten attendance increased significantly from the projected 93.0%, to approximately 94.4% for the class who entered in 2013, and an expected 94.9% of all eligible kindergartners entering in the class 2014 identified in the census. However, the census data for this class increased less than expected, and the result is the overall projection was overstated by 7 students. The public kindergarten percentage had been fairly consistent around 90% for the past 6 of the last 8 years. For the coming year we have again used a factor of 93% to take this increase into account. We expect it is unlikely that we would sustain a rate in this 94% - 95% range over the longer term.

In grades 1, 5, 6, 7 and 9 the variance was between 12 and 22 students. We traditionally see variance in grades 5, 6 and 9, and these differences represent grades that are transition grades, impacted by students moving to private school, vocational schools, or out of the district. The grade 1 variance, 22 students, is more unusual as the variances are usually in the single digits historically. This may be a result of an improving economic and housing situation as this corresponds to an increase in the census count for students in the grade 1 age group by 24.

GENERAL METHODOLOGY

Projections for grades 1-12 are determined based on the average of retention factors for each grade for the past five years. A retention factor is the enrollment in a given grade this year divided by the enrollment for the preceding grade last year. A retention factor greater than one

indicates there are more children in a grade this year than were in the preceding grade last year. For example, the current retention factor for first grade is 1.1059, which 5equals 449 (first grade enrollment for 14/15 school year) divided by 406 (Kindergarten enrollment for 13/14 school year). This factor is averaged with the factors from the prior four years to produce the average retention factor this year for first grade of 1.0679. Please note that for this year's projection report we have broken out the High Rock grade 6 enrollments from the overall middle school enrollment numbers.

CENSUS DATA AND KINDERGARTEN METHODOLOGY

We start with analyzing the annual town census data. The methodology uses the annual census to track pre-school age children in town to help estimate the number who will be kindergarten eligible each year. We then estimate the percentage that will attend public school upon entering kindergarten. Until 2005, there was a clear increasing trend of public kindergarten attendance (91% in 2004, 89% in 2003, 85% in 2002, 80% in 2001 and 77% in 2000). Five years ago we believed this trend might be topping out. The figures were 89% for 2005, 90% in 2006 and 85% in both 2007 and 2008. However, the figure for 2009 jumped to 92%, and the figure for 2010 was 89% and 91% in 2011. As mentioned earlier, the projected attendance figure for this year is approximately 95%, which follows the prior year's 94% rate. This year we used a figure of 93.0% this year for the 15/16 Kindergarten projections. We track the census data through January 1 of the year following the entrance of kindergarten (we assume for this purpose that the number of children in a grade will be the same on a given September and the following January. The accuracy of the overall projections is based largely on the accuracy of kindergarten. The following table demonstrates our kindergarten results over the past 15 years.

Historical Kindergarten Projection to Actual

Year	Projected	Actual	Proj.-Actual
2014	372	365	7
2013	415	406	9
2012	384	414	-30
2011	408	398	10
2010	386	363	23
2009	404	423	-19
2008	385	399	-14
2007	410	380	30
2006	447	456	-9
2005	405	414	-9

2004	422	433	-11
2003	366	394	-28
2002	347	383	-36
2001	337	339	-2
2000	346	346	0

There are several items that should be pointed out from the above chart. First, kindergarten is extremely difficult to estimate and the results can vary significantly from year to year. It is difficult to be consistently within 10 students. When a trend begins or changes, our figures will tend to lag for several years before catching up.

Our methodology reflects the best estimate for the projected number of children eligible for kindergarten in September 2014. To do this we used our estimate of 93.0 % for public kindergarten enrollment and a METCO kindergarten enrollment of 12 students (the current METCO kindergarten enrollment). We assumed that the children eligible for kindergarten in September 2015 would increase to 399 (an increase from the current level of 375 as of 1/1/14). This estimate is based on our analysis of town census data (net in-migration) over the past five years at the pre-school ages. Assuming 93.0% of the 399 attend public school and there are 12 METCO kindergartners, there would be 384 kindergartners in 2015 (399 x .930 +12=384). Another calculation is done using the higher range of in-migration estimate which produces another 2015 kindergarten projection of 387. For the overall projection we use a mid-point of 386 students. A similar calculation is used against base birth rates and census data to project kindergarten for 2016 and 2017.

For years beyond 2017/18, we used a factor of 1.30 times the number of births to estimate the number of kindergarten students. This factor is based on an approximation using the actual and estimated ratios from 2009 through 2015 and is the same figure as used in last year's projection.

EFFECT OF ALTERNATIVE KINDERGARTEN AND FUTURE BIRTH ASSUMPTIONS

The assumed values for kindergarten enrollment each year have a significant impact on the long-term projections. We become less confident of our kindergarten estimates (and correspondingly our total estimates) as we move further away from the January 1, 2014 data. By the time we reach the kindergarten estimate for the school year 2020/2021 and beyond, the children have not yet been born and our calculation is based entirely on estimates of future births. In addition to our best estimate projection, we are providing low-end and high-end projections based on alternative assumptions. These projections are intended to show a reasonable range in future years (both above and below our estimate), but there is no guarantee that the actual enrollments in any year will be within the low and high estimates.

For alternative kindergarten assumptions, we assumed low-end enrollment would be 15 students less than the figures on our spreadsheet for school years beginning in 2015, 2016, and 2016. We assumed it would be 20 students lower than expected in 2018 and beyond. For the high-end

assumption, we assumed enrollment would be 15 students greater than the figures on our spreadsheet for the school years beginning in 2015, 2016 and 2017 and 20 students greater than expected in 2018 and beyond.

The range for kindergarten was coupled with birth assumptions after fiscal year 2014 of 262 children each year (low-end) and 302 children each year (high-end). This was determined as a difference of 20 (plus or minus) from the estimated births beyond fiscal year 2014 of 282.

The Committee welcomes any comments regarding these projections.

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Jeffrey Stulin – Needham Representative to the Minuteman Regional School Committee
Edward Bouquillon, PhD – Superintendent-Director

MINUTEMAN MISSION AND PURPOSE

Minuteman High School is a four-year, public high school in Lexington, Massachusetts, founded in the Career and Technical Education tradition. Minuteman serves the member towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston, and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a revolution in learning, preparing every student for success in college, industry and life.

Minuteman is governed by a 16-member School Committee which sets policy for the district. Each town has one representative on the committee. Needham's representative is Jeffrey Stulin.

NEEDHAM ENROLLMENT

As of October 1, 2014, 22 high school students and two (2) post-graduate students from Needham were enrolled at Minuteman.

2014 Needham Graduates and Awards		
Graduate	Program	Awards
William Bedigan	Horticulture	
Ian Boisvert	Culinary Arts / Baking	President's Education Award Outstanding Academic Achievement
Andrew Flueckiger	Graphic Communications	Minuteman Players Drama Club Award

Cameron Foley	Carpentry	
Owen Francis	Drafting	
Sam Lyman	Graphic Communications	President's Education Award Outstanding Academic Achievement, Academic Achievement Award (Financial Literacy/Entrepreneur)
Drew Montague	Metal Fabrication & Joining Technology	
Jillian O'Brien	Health Assisting	
Rupert Simpson	Carpentry	John and Abigail Adams Scholarship Award, President's Education Award Outstanding Academic Achievement

MINUTEMAN HALF-DAY PROGRAM

Minuteman offers a unique program allowing juniors and seniors who have passed the MCAS to enroll on a half day-every day basis in a career major. This allows a student to graduate from another high school within the Minuteman district and receive a competency certificate from Minuteman.

POST-GRADUATE AND CONTINUING EDUCATION PROGRAMS

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high-demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

CAREER AND TECHNICAL OFFERINGS

Minuteman currently offers 19 career majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation.

The District School Committee endorsed a new Educational Program Plan for the school which identified two potential new programs: Multi-Media Engineering and Advanced Manufacturing.

ACADEMIC PROGRAM OFFERINGS

Minuteman offers Advanced Placement courses in English Literature and Composition. During 2014, the school added Calculus A-B. Due to the career and technical emphasis in their program, Minuteman students also have enjoyed success on Advanced Placement tests in Environmental Technology.

CAPITAL PROJECT

Minuteman has received an extension to continue the work of the Feasibility Study as authorized in June 2010. In conducting this study, the professional team, including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working

closely with the School Building Committee and the Massachusetts School Building Authority (MSBA). Through this process the Minuteman School Committee has approved a target design enrollment of 628 students and approved a new Educational Program Plan that will embrace an academy concept housing two career academies. These academies will aim to integrate career and technical education with academic subjects to create a truly cohesive learning experience for Minuteman students. Under the current Feasibility Study agreement, Minuteman plans to bring a proposed building project before area Town Meetings in 2016 for approval.

REGIONAL AGREEMENT
The revised Regional Agreement has currently been approved by 10 member communities. The article will be on the Town Meeting warrant of the remaining six towns in the spring.

MINUTEMAN IN THE COMMUNITY
Students and staff from Minuteman work on public service projects in the community. As examples, the school is working with Habitat for Humanity in Wayland and with LexHab in Lexington to create more affordable housing.

The school also offers a wide variety of services, including hairdressing and auto repairs, to residents of the district. Our restaurant is also open to the public.

THE MINUTEMAN EXPERIENCE
Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or another one of our many career majors.

Our teachers and staff encourage students to:

- **Believe in Yourself**. Students graduate from Minuteman with an enduring confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, or how loud the skeptics.
- **Prepare for College and Life**. Minuteman equips students with the academic foundation and study skills to succeed in college, and the industry certifications and acumen to succeed in business, affording every graduate a unique flexibility to pursue their dreams.
- **Learn from Experts**. Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- **Be More Than Just Another Student**. There is no such thing as "just another student" at Minuteman—instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- **Make a Fresh Start**. From their first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

SkillsUSA
SkillsUSA, in partnership with business and industry, provides opportunities for members to

develop individually and improve teamwork, leadership and professional skills through education, training, service, and competition. SkillsUSA Massachusetts programs include local and state competitions in which students demonstrate occupational and leadership skills.

STUDENT ACCESS, PARTICIPATION AND SUPPORT

An Executive Function initiative was launched in 2010. Study skills, pre-reading strategies, and time management training help students to develop habits and techniques to improve their planning and organization skills.

Minuteman continues to support a full-time Reading Specialist who consults with academic and CTE teachers to implement a school-wide reading program.

The Special Education Department provides services so that all students succeed. The department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among colleges and universities.

NEEDHAM PUBLIC SCHOOLS

NEEDHAM SCHOOL COMMITTEE

Michael Greis, Chair
Connie Barr, Vice-Chair
Joseph Barnes
Heidi Black
Susan Neckes
Kim Marie Nicols
Aaron Pressman

CENTRAL ADMINISTRATION

Daniel E. Gutekanst, Superintendent of Schools
Christine Brumbach, Director of Student Development
Thomas F. Campbell, Director of Human Resources
Theresa W. Duggan, Director of Program Development and Implementation
Anne Gulati, Director of Financial Operations

THE SCHOOLS

Needham has five elementary schools, one sixth grade school, one middle school (grades 7-8), and one high school. It has a strong reputation for academic excellence and also boasts a full range of co-curricular and out-of-school opportunities including after-school and summer services.

Needham is a long-standing member of METCO, a voluntary desegregation program that provides educational opportunities in suburban communities for Boston children. Needham is also a participant in The Education Cooperative (TEC) and ACCEPT Education Collaborative, consortiums of surrounding school districts that enables all of the communities to benefit from economies of scale in purchasing, as well as sharing in high-quality, cost-effective education services such as professional development, innovative programming, and Special Education services that would be impossible for any one community to provide by itself.

During the 2013-2014 school year Needham enrolled 5523 students in its five elementary schools (k-5), two middle schools (6-8), and one high school (9-12), including the Preschool program. Needham also placed 63 out of district students. The enrollment breaks down as follows:

Preschool	84
Elementary	2559
Middle School	1298
High School	1582
Out of District Special Education Placements	63

PRINCIPALS

Emily Gaberman	Broadmeadow School	Jessica Peterson	Newman School
Roderick MacNeal, Jr.	John Eliot School	Jessica Downey	High Rock School
Michael Kascak	Hillside School	Lisa Chen	Pollard Middle School
Michael Schwinden	William Mitchell School	Jonathan Pizzi	Needham High School

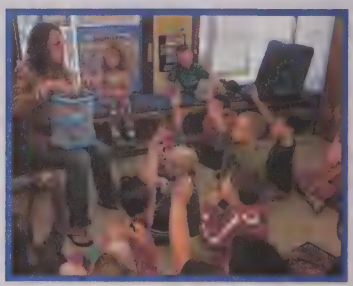
NEEDHAM PUBLIC SCHOOLS DISTRICT MISSION, VALUES, AND GOALS

The School Committee reviews the goals and the progress toward the goals yearly. The Needham Public Schools support educational innovation, promote 21st century skills, and empower our young people and the adults who serve them. The current district goals may be viewed on the Needham Public Schools website: www.needham.k12.ma.us

SYSTEM-WIDE GOALS

Goal One: Advance Standards Based Learning

To refine and continue to put into practice a system of curriculum, instruction, and assessment that enables each student to be engaged in challenging academic experiences that are grounded in clearly defined standards.

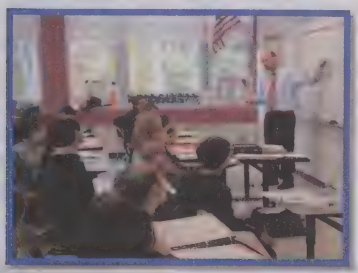


Goal 1: Highlights from our schools:

- **Elementary Level:** Math Coaches were a new addition for the 2013-2014 school year; they supported, consulted, modeled lessons, and assisted teachers in all aspects of math instruction and curriculum implementation. Also in 2013-2014, standards-based report

cards were implemented for our first graders, and a parent brochure on the new progress report was developed for grades 1-5 that describes student proficiency in the various disciplines. http://rwd1.needham.k12.ma.us/program_dev/New Progress Report

- **Middle School**: The emphasis for the 2013-2014 Middle School year was on collecting evidence of student writing across the disciplines and increasing use of nonfiction texts in classroom instruction. In sixth grade, the English Language Arts department integrated a new unit using nonfiction books. The Social Studies department used high quality *National Geographic* texts and introduced "historical thinking" skills. An author, James Deem, visited the High Rock School and explained the process of researching and writing nonfiction text. In the Science curriculum, teachers used "Articles of the Week" to reinforce literacy skills. In the 7th and 8th grade at Pollard, the curriculum moved all students to become more concrete and critical thinkers of the text. A standardized reading comprehension test called GRADE was given to students in grade 7, and an oral reading fluency assessment was given to all students in grades 7 and 8. In Pollard's Fine and Performing Arts department, reading and writing were used in evaluating and analyzing art, for music program notes, and for concert reflections.



Interdisciplinary Learning Initiative at Needham High School

The Needham High School Interdisciplinary Learning Team is an advisory body consisting of teachers, administrators, and members of the Needham Education Foundation grants subcommittee, working together to review the progress and chart the future course for interdisciplinary teaching and learning in the Needham Public Schools. Based upon the successful launching of the new interdisciplinary course, "The Greater Boston Project," the tremendous levels of educator engagement, and the clear and innovative vision, the Needham Education Foundation is continuing its support of this initiative.

In the 2013-2014 school year, the new course incorporated skills from the disciplines of English, History, and Math to explore how individuals and groups worked through history to effect change. Fifty Needham High School seniors participated in the pilot program, looked at various historical moments through a variety of lenses – population, government, economy, education, arts, leisure – and considered how these have molded what Greater Boston has become today.

- **High School**: Our High School is expanding options for differentiated instruction through an interdisciplinary learning initiative. Needham High School is adding certain course offerings while restoring others. For example, in the 2013-2014 school year, the History and Social Sciences department continued to offer an oversubscribed section of African American Studies & Contemporary Issues, as well as sections of AP Psychology. Likewise the English department had two new sections of AP Literature, and the Math department offered for the first time a fully subscribed section of Robotics.

There are significant gains achieved from the High School's extra-curricular programs, too. As a result of being on the Needham High School Speech and Debate Team, students' writing, speaking, thinking, listening, and research skills improve markedly. In the 2013-2014 school year, the team finished 8th in the state at the Speech and Congress Championship.

- **Special Education** and general education staff are collaborating more on curriculum and instructional matters to target learning appropriately for all students. Response to Intervention or RTI is the method of academic intervention used to provide early, systematic assistance to children who are having difficulty learning. RTI seeks to prevent academic failure through early intervention, frequent progress measurement, and increasingly intensive research-based instructional interventions for children who continue to have difficulty.

- **STEAM** (Science, Technology, Engineering, Arts, Math) incorporation into curriculum at all grade levels. The District subscribes to a hands-on, inquiry-based approach to teaching these subjects. In the 2013-2014 school year, the Needham Science Center introduced a program for students interested in visual patterns, hands-on construction and collaborative design work in a new afterschool STEAM class for 4th to 6th graders. At the High School, a one-semester hands-on course involved students in the engineering design process through robotics. These High School students learned about mechanical design, software design, and electrical components, as well as actuators and sensors, and how to effectively use them when building a robot. Likewise, at Hillside School, the successful parent-driven *Let's Build* program gave every student the chance to explore and delve into an engineering challenge. And at the Mitchell School, Olin College students engaged 3rd graders in learning the foundations in a program called *Engineering Discovery*.

- **Fine and Performing Arts**: Needham students develop skills in, and understanding of, the process for creative problem solving. They work towards mastery of art techniques. They also learn to recognize and appreciate a wide variety of art styles and strive for artistic excellence. Their progress over the 2013-2014 school year is evident in the significant numbers of performances, exhibits, and awards. One example is the Boston Globe Scholastic Art Awards where forty Needham High School and 15 Pollard Middle School students received recognition in a competition with thousands of other artists from

schools across the state—and four Needham students received the highest level as Gold Key winners.

- Pollard Middle School sent a record number of students to audition and participate in the Junior District Music Festival in March 2014 for spots in highly advanced ensembles comprised of students from the surrounding 50 towns in Eastern Massachusetts. The High School Music department held a music education trip for the High School Chorus, Concert Chorale, String Orchestra, Concert Band, Symphonic Band, and Jazz Ensemble with over 200 students. They performed at a fine concert hall in Quebec, the Espace Hyerion, and participated in an exchange concert at a local school.

Goal Two: Develop social, emotional, wellness, and citizenship skills

To ensure students develop the knowledge and skills that empower healthy, resilient, and culturally proficient global citizens who commit to act with integrity, respect, and compassion.

Our District has Social and Emotional Learning programs as the foundation and vehicle to deliver instruction on important mental health topics.

Goal 2: Highlights from our schools:

- At the Elementary and Middle School levels, Responsive Classroom and Advisory are in place and the Second Step program, Experiential Education, and Health Classes provide direct instruction in decision-making, self-management, social communication and problem-solving skills.

- At the High School, the four-year Health Education program and the Extended Homeroom program serve as opportunities for students to regularly engage with a teacher to develop skills that help build resiliency. We have a unified approach to delivering an anti-bullying curriculum with every teacher involved in helping our bullying prevention work to be part of the school culture. In March 2014, several Needham High School students shared their personal stories during the High School's "Own Your Peace/Piece" assembly—an initiative focused on building student activism, voice, resiliency, and a broad sense of community and respect. In another grassroots effort, students conducted one thousand interviews to capture quotes for a Peace Sculpture which will integrate text and design in promoting good mental health and proactive community involvement.

- A Wellness Program Review was completed in the 2013-2014 school year and indicates some key strengths and recommendations regarding the curriculum, instruction, assessment, and administrative practices in the current program and the direction to take over the next three to five years. The Wellness curriculum is based on a six-dimensional wellness model (social, emotional, physical, intellectual, spiritual, and occupational/leisure). Most recently, the Wellness curriculum integrated "positive self talk" from sports psychology.

- A METCO Program Review also was completed in the 2013-2014 school year. The METCO program provides the opportunity for children from racially imbalanced schools in Boston and Needham to learn together in an integrated public school setting. METCO increases the diversity and reduces racial isolation so that students from different backgrounds can learn from each other in meaningful ways. Needham has 155 students in the METCO program with 68 in the Elementary School, 49 in the Middle Schools, and 38 in our High School. The proportion of METCO student enrollments in Needham High School upper level courses has increased over the past years and 83% of the graduates have attended college. Students at all levels report successes, challenges, and pride in being METCO students and benefit from school-based instructional supports provided before and after school.

- We became sensitized from the METCO Program Review about cultural proficiency. As a District, we are committed to developing competencies to understand and effectively address matters of diversity, racism, ethnocentrism, and bias in the context of the pluralistic communities in which we live.

- Community Service Learning integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities. Each of our schools has implemented at least one curriculum-based service learning experience in the 2013-2014 school year.

- Global competence refers to the acquisition of in-depth knowledge and understanding of international issues, an appreciation of and ability to learn and work with people from diverse linguistic and cultural backgrounds, proficiency in a foreign language, and skills to function productively in an interdependent world community. In 2013-2014, Needham students participated in our fourth exchange with students in China—living with exchange partners and going to their school.

- Interscholastic and Club Athletic Programs in Needham focus on the total physical, social, emotional and mental development of all students who participate. In 2013-2014, there were over 1600 High School participants in thirty-four Varsity Interscholastic Programs and eight new Club Sports Programs. Needham High School Athletics had an outstanding year—recognized by the Bay State Conference with the awarding of the BSC Carey Division All-Sport Award. Noteworthy, too, is the receipt of an MIAA Sportsmanship Award. In addition to the High School Athletic Programs, Middle School Sports Programs expanded in the 2013-2014 school year with hundreds of students participating in each of the following: Cross Country, Field Hockey, Track and Field, and Basketball.

We are building and carrying out a sustainable plan for financial, building, technological, and human resources that enables our learning goals and is responsive to student and school needs. The budget includes an operational override approved by the voters on April 8, 2014 to fund innovation and extended learning in the Needham Public Schools.

Goal Three: Ensure infrastructure supports district values and learning goals

To build and carry out a sustainable plan for financial, building, technological, and human resources that enables our learning goals and is responsive to student and school needs.

Goal 3: Highlights from our schools:

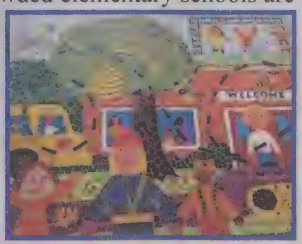
- Funding is critical for technology. The Needham Public Schools require a robust technology infrastructure with appropriate hardware and services, information systems, and software. We are working on developing a sustainable technology plan that addresses 21st century skills, assistive technology requirements, and modern administrative systems to fulfill the Department of Elementary and Secondary Education requirements.

- Beyond the operating budget, we rely on grants wherever possible, and offer fee-based programs for extracurricular activities and non-mandated services. In FY14, grant funding was $2,609,050, which was $32,665 more than the amount received in the previous year.

- The School Department collected approximately $5.6 million in fee revenues from 48 different fee-based programs last year. Some of the largest fee-based programs are: Food Services, Kindergarten After School Program (KASE), Transportation, Athletics, Fee-Based Arts Instruction, Adult Education, and the Preschool program.

- Extended School Day and New Programming: In April 2014, Needham voters stepped up to support the community's students and schools by passing an override to extend the school day and provide new and innovative programming. At the Elementary level, students will be receiving expanded and new programming in Physical Education/ Wellness, STEAM (Science, Technology, Engineering, Arts, Math), and Spanish (which will begin in first grade). Middle School students will receive an additional ten minutes of instruction per day in existing programs, which is thirty hours of instruction. This additional time allows High Rock and Pollard Schools to meet minimum standards of 990 hours to be recognized as secondary schools by the Department of Elementary and Secondary Education. The High School schedule will remain unchanged.

- Construction Initiatives for Hillside and Mitchell Schools: Two major construction initiatives involving our oldest and most crowded elementary schools are underway.



Hillside is in need of significant improvements to meet current building, energy, and handicap accessibility codes. Many of the building components have reached the end of their useful life. On November 20, 2013, the Massachusetts School Building Authority

(MSBA) voted to invite the Hillside Elementary School into the MSBA's Eligibility Period.

The Mitchell School's enrollment increased 22% since 2005. Four modular classrooms were approved by the Town to help relieve overcrowding and program constraints. These modulars will open in September 2014.

- Our highly qualified faculty and staff are the lifeblood of the Needham Public Schools. We have a student-to-teacher ratio of 15.5 to 1 in FY14. Needham began implementation of the new educator evaluation system in the 2013-2014 school year as required by regulations promulgated by the Department of Elementary and Secondary Education.
Our Human Resources department hired almost seventy new teachers in preparation for the 2014-2015 school year. All of the new teachers, including the five new Elementary Spanish teachers, bring a combination of great experience, solid academic credentials, energy, and a fresh perspective to teaching and learning.

We are proud of the progress made in the 2013-2014 school year and look forward to the many opportunities and challenges that lie ahead—including appropriate school space, technology that meets the needs of our staff and our students, and more time for innovation and extended learning.

PERFORMANCE REPORT

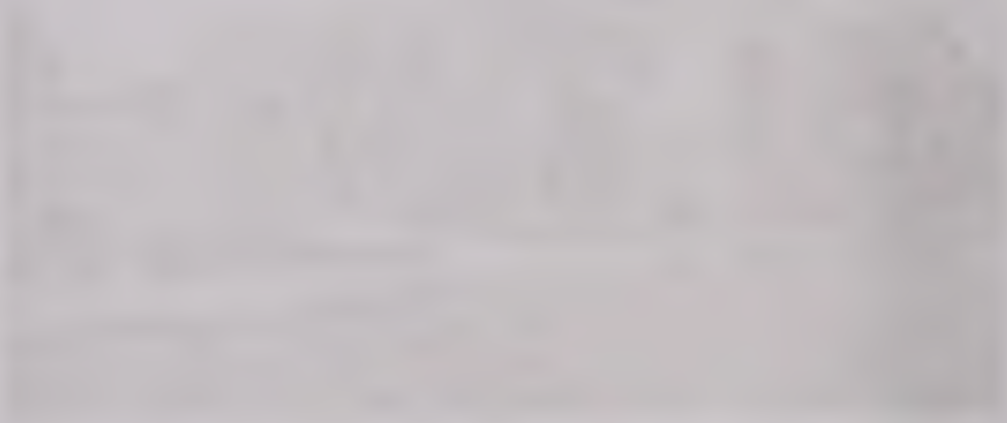
In September, the Needham Public Schools publishes a Performance Report, which is mailed to every Needham residence. The 2014 Performance Report offers factual information that highlights accomplishments and lays out challenges. It reflects the system's commitment to data-driven decision-making, honest communication, concern for the achievement of all students, and continuous improvement. The report is primarily focused on our progress toward the three District Goals. The entire publication is available to view on the Needham Public Schools website under Reports: www.needham.k12.ma.us.

HEALTH & HUMAN SERVICES

SECTION CONTENTS:

- Council on Aging
- Public Health
- West Suburban Veterans Services District
- Youth Services

COUNCIL ON AGING – 300 HILLSIDE AVENUE



COUNCIL ON AGING

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Mary Elizabeth Weadock

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Joan DeFinis, Program Coordinator
Barbara Falla, Social Worker
Penny Gordon, Transportation/Volunteer Program Coordinator
Dorene Nemeth, S.H.I.N.E. Program Director
Kathy Worhach, S.H.I.N.E. Assistant Program Coordinator
Clif Holbrook, Building Monitor
Fred Bowen, Van Driver
Elwyn Cotter, Van Driver
Michael O'Toole, Van Driver

MISSION AND PURPOSE

In the 1950's, Dorothea Willgoose, M.D., a forward thinking resident, realized that the older adult population of Needham had unmet health, housing and social needs. In large part due to her advocacy, the Needham Council on Aging was established to address these issues by Town Meeting vote in 1957. As a proactive community Needham was forward thinking enough to encourage the formation of one of the first recognized Councils on Aging in the State of Massachusetts. Various community partners such as the YMCA shared space with the department over the years until we officially opened our doors at the Stephen Palmer Senior Center at 83 Pickering Street on October 2, 1979. In 1971 the town's role as a pioneer in providing programs and services specifically geared toward the needs of older adults was recognized as a model for the nation. Needham data was used at the First White House conference on Aging and Dr. Willgoose was invited to be a key participant.

For 56 years our mission has consistently been to respond to the needs of older residents' by providing a welcoming, inclusive, secure environment where individuals and families benefit from programs, services, and resources that enhance their quality of life and provide opportunities for growth. We have fulfilled our mission as a true community partner by delivering programs and services in a variety of places, and wherever needed throughout the town.

The Needham Council on Aging's Senior Center was the first in Massachusetts, and the 20th in the nation, to achieve national accreditation in 1999 and is only one of a handful of Centers in the Nation to have gone through the process three times. The COA (Council on Aging) offers programs and services five days a week at the center where the professional staff has oversight. The Council on Aging consists of the Executive Director, the Assistant Director, a Program Coordinator with responsibility for program development and scheduling, the Transportation and Volunteer Program Coordinator, the Social Work Department, the S.H.I.N.E. program (Serving the Health and Information Needs of Everyone), van drivers and many active volunteers, all of

whom contribute to the fulfillment of the department mission and goals. The program hours are Monday-Friday 9:00a.m.- 4:00 p.m. with office hours from 8:30-5 p.m.

The Senior Center is the focal point for aging service issues in our community and acts as a gateway to information and services that support and enable a multigenerational group (ages ranging from 60 to over 100) to maintain health, independence and highest level of functioning in many aspects of life. Some of the services and programs provided to meet our goals include, but are not limited to: outreach and counseling services, advocacy, transportation, a food shopping program, weekday lunch, information and referral, health benefits counseling, volunteer opportunities, health & wellness information and screening, creative and social classes, educational programs, special events and trips, and a setting that creates opportunities for socialization, independent activities and learning opportunities.

In October 2013 the Council on Aging moved to the much anticipated and long awaited new home The Center at The Heights at 300 Hillside Avenue. After twenty years of studying the need for larger and more appropriate space, looking for the right site, receiving the funding and developing the design that would address present needs while accommodating future growth, the staff were settling into their new offices and working to finalize environmental and program details. The building is a testimony to all who understood the need and helped to make this happen. In October of 1979 folks marched from the space in Town Hall to more spacious accommodations at 83 Pickering Street. Thirty-four years later to the month we moved on once again to an environment that better addresses the needs of today and our continued mission. This move forward is an example of our belief to always think outside of the box, think a head and address the aging service issues of the present day while projecting into the future.
Some of the Highlights of the past year illustrate this fact.

FY2014 HIGHLIGHTS

- As projected we began to welcome programs to the Center the first week of November. During that week we hosted approximately 19 programs and by the end of the month we had welcomed at least 25 regular programs, a Hearing Screening, an evidenced based program, helped the Friends (FONE) launch a Trip and were glad to host the Springwell lunch program once again.
- Expansion of our programs continued and in June 2014 we hosted approximately 55 programs and support groups, many which met weekly and included special offerings.
- Increase in Program Registration was significant in our first full year at the Center: For example our Line Dancing Class increased 48%; Senior Strength 50%;Zumba 53%; in May 2014 28 folks completed our Fitness Room Orientation, 19 more in June and by November of 2014 114 had completed orientation with approximately 50 of those people being new to the Council on Aging or to program participation.
- The meal count for our Congregate Meal Program increased from 260 in November of 2012 when still located at the Stephen Palmer Center to 480 meals served in November of 2014 a 54% increase.
- The SHINE program served 6499 clients in our 22 Town area providing an annual regional savings of $4,707,919. To Needham clients alone the savings calculation was $239,054.
- 8514 rides were provided through our transportation program. 2606 rides were related

to food shopping which is offered three days a week morning and afternoon as well as an additional Friday trip monthly. Some of our shoppers need assistance in the store, some require a ride to and from only, and some need assistance with bag carrying which is available during all of our grocery shopping trips. 5908 van trips were related to transporting participants to and from the Center for programs and services to include a five-day a week luncheon program provided by Springwell in our Café area. Without our transportation services some of our riders would not be able to participate in a much needed noon time meal which can serve as the most nutritious meal they have on that day.

- During FY14 work continued on a proposed reorganization of the division. The Associate Director position was reclassified to an Assistant Executive Director position, which is in keeping with job functions and responsibilities compatible with other Town jobs of similar nature.
- In FY14 we completed and published a revised Center Handbook made available to Center participants.
- Wi-Fi was made available throughout the building in January 2014, our Lobby screen was up and running in February, and in April we worked with our IT consultants and our MIS Department to ensure that four computers and a copy machine were made available for public use.
- In April we had a formal Dedication although there had been multiple opportunities for residents to tour the building even before we were open for programming, and specifically at an open house held in December where we estimate that over 300 attended.
- Our roof deck opened in the spring as well as our Fitness Center which was a wonderful addition to our many fitness offerings and our belief that our programs and services are geared to promoting health and wellness of the individual spiritually, emotionally, financially and physically. The pilot program for our fitness room was developed and ready to be rolled out in May with funding and qualified staff hired for this phase secured.
- Throughout the year we continued to update our Resource Directory with an expected completion in the fall of 2014 and plan to make it available on our website.
- A new initiative is being pursued to more adequately address snow removal needs of our residents and a roll out of our Screened Home Contractor program continues.

FUNDING FY2014

Funding for the Council on Aging and the many services and programs that we offer comes from varied sources. In FY14 the Town continued to fund part or all of some salaried positions and allocated a sum to purchase services and expenses. As an adjunct to town funding the Council on Aging received funds through the State Formula Grant which continued to support some professional staff hours and expenses up to $51,984. The Needham Council on Aging continued to administrate the SHINE Grant (Serving the Health Information of Everyone) for 22 cities and towns in the MetroWest region. The funding received, over $94,000, was used to pay for the part time positions of the Shine Program Director and Assistant Director who provided supervision and oversight for 50 volunteers and also paid for program expenses. Both grants fluctuate yearly and are dependent on the State Budget and in the case of SHINE the federal budget for the Administration for Community Living under the Department of Health and Human Services.

Present and future funding for the SHINE program continues to be a major concern that we closely monitor, and we have been proactive with the Massachusetts Executive Office of Elder Affairs and our State Legislators to work towards more secure funding. We have seen our numbers increase from 3635 contacts in FY08 to over 6000 in FY 14 and anticipate further growth in as SHINE Counselors take a major role in counseling those Medicare / Medicaid clients (dually eligible) who are now being offered insurance options (Integrated Care Organizations) that were not available in the past.

The division is extremely grateful to the continued financial support of the Friends of the Center at the Heights. Additional support for our programs and services comes through the Senior Community Service Employment Program (SCSEP) as the Council on Aging acts as a host agency. SCSEP is funded under Title V of the Older Americans Act for the purpose of promoting useful part-time opportunities in community service activities for unemployed low-income persons who are age 55 and older. This helps to foster individual economic self-sufficiency and to assist a person in transitioning to unsubsidized employment.

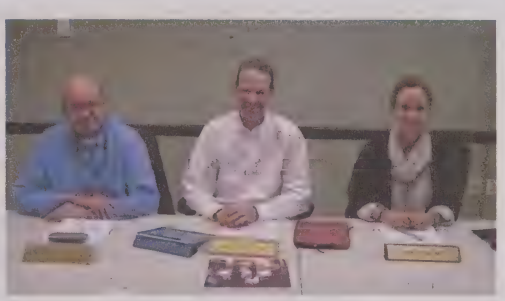
COMMUNITY PARTNERSHIPS AND COLLABORATIONS

Our ability to provide the extensive services and programs that we are proud to offer is in part due to the relationships that we have developed with many organizations and agencies. We work closely with many Town Departments to include but not limited to the Youth Commission, Health Department, Needham Public Schools, Park and Recreation, the Library, Public Facilities, Police and Fire Department and participate in various committees such as the Domestic Action Violence Committee, the Needham Coalition for Suicide Prevention, the Housing Committee and Triad, which is a partnership between law enforcement, older adults and community groups that promotes older adult safety.

Building and maintaining relationships with other organizations and agencies helps us in our ability to access services and resources for our participants and residents. A good working knowledge of our community partners enhances our ability to provide more thoughtful and thorough information and referral which is a key in providing case management. Community Organizations to include but not limited to the Needham Community Council, Avery Crossings/Avery Manor, Avita, Briarwood, North Hill, Wingate, BIDC, are only a handful of the almost 100 that were identified when we submitted information during our last reaccreditation process. They and others have helped to sponsor our events and offered space in which to hold programs and groups that might otherwise not have had a place to meet or the finances necessary to make it happen. Without our relationship with organizations such as AARP, the Arthritis Foundation, Springwell, VNA Care Network, Charles River ARC, the YMCA and the Needham Schools and Needham Community Education, we would not have been able to offer free tax counseling, and legal assistance, a congregate meal site, a blood pressure clinic twice a month, food shopping assistance, and some evidenced based programs such as Diabetes Self Management and Powerful Tools for Caregivers.

PUBLIC HEALTH

Needham Health Department
Timothy Muir McDonald, MPA, Director
Donna Carmichael, R.N., Public Health Nurse
Anne Clark, M.P.H., Public Health Program Coordinator
Maryanne Dinell, Traveling Meals Coordinator
Tara Gurge, R.S., M.S., Environmental Health Agent
Brian Flynn, R.S., Environmental Health Agent
Danielle Landry, Animal Inspector
Karen Mullen, M.B.A., Substance Abuse Coordinator
Alison Paquette, R.N., Public Health Nurse
Carol Read, M.Ed., CAGS, Substance Abuse Senior Program Coordinator
Dawn Stiller, Administrative Coordinator



Elected Board of Health Members
Edward V. Cosgrove, Ph.D
Stephen Epstein, M.D.
Jane Fogg, M.D, Chairperson

Needham Public Health
Prevent. Promote. Protect.

MISSION

The Needham Health Department is empowered through the Needham Board of Health by the Massachusetts General Laws to enforce state and local public health and environmental regulations. The mission of the Department is to prevent disease, promote health and protect the public health and social well being of the citizens of Needham, especially the most vulnerable.

FY2014 HIGHLIGHTS

- On a budget of $486,890.07 an additional $293,044 was received during the year including $188,467 in grants and donations and $104,577 in permits and fees.
- Currently the Health Department Chairs the Housing Taskforce, Co-Chairs the Needham Coalition for Suicide Prevention, Co-Chairs the Local Emergency Planning Committee, Co-Chairs the Domestic Violence Action Committee, Leads the Needham Coalition for Youth Substance Abuse Prevention, Coordinates the Tobacco Control Program, and Coordinates the Medical Reserve Corps.
- The Public Health Department is spending more hours assessing, counseling, coordinating and referring Needham residents in need of Mental Health Services. The need in all age groups is increasing.
- InterFace, brought to Town by the Needham Coalition for Suicide Prevention, provides efficient access to mental health providers and other educational services to the Town Human Services Departments, the Needham Public Schools, and the community residents. Funding is provided by the Kyle Shapiro Foundation and Beth Israel Deaconess Hospital Needham. This service is overseen by the Health Department and the Public School Guidance Department.

- The Health Department continues to look for opportunities for shared services with other towns. The Director is on the steering committee of Norfolk County 7 (Wellesley, Dedham, Westwood, Milton, Norwood, and Canton) and on the regional steering committee for Region-4B (27 towns bordering Boston) focused on Emergency Preparedness activities sharing exercise and deliverables to the Center for Disease Control.
- The Health Department initiated concussion awareness to youth sports teams and parents within the community. We continue education outreach to parents, sports teams and coaches through speaking engagements and dispersing educational materials from the Center for Disease Control.
- The Health Department manages the Heartsafe Community Program in Needham. This program promotes community awareness of potential for saving lives of sudden cardiac arrest victims through the use of CPR (cardiopulmonary resuscitation) and the use of AED's (automatic external defibrillators). We maintain 12 Automatic External Defibrillators in Town Buildings and provide AED/CPR classes to employees of those buildings. 55 municipal employees are trained and certified in American Heart CPR/AED's in addition to Schools, Fire and Police personnel.
- The Public Health Department is the connection for the coordination of social services within the community with the following departments: Human Services, Riverside, Springwell Elder Services, Needham Community Council, Needham Police and Fire Departments, Building Department, and the Needham Public Schools.
- The Needham Coalition for Youth Substance Abuse Prevention (NCYSAP) and the Needham Police Department participated in the 3rd and 4th biennial DEA National Medication Take-Back Days. Over 50,000 prescription medications and 20,000 over-the-counter medications have been dropped off for safe disposal since the inception of the program in 2010.
- Medication disposal: 24 hours a day, 7 days a week in the Needham Police Department lobby. Approximately 50 lbs. of medications are collected each month in the *MedReturn* disposal unit. http://www.medreturn.com/_images/MedReturn-spec-sheet.pdf.
- *5th Quarter* substance free, evening social events, held in the Needham High School cafeteria after NHS sporting events featuring pizza, music, foosball and ping pong are attended by over 200 Needham High Students. The NCYSAP has raised over $10,000 from community businesses, fraternal organizations, parent groups, and residents to support the ongoing *5th Quarter* Program. http://needham.patch.com/announcements/nhs-teens-enjoy-friday-night-5th-quarter#photo-7828754
- The Needham Coalition for Youth Substance Abuse Prevention hosted the 5th Annual Community Forum entitled *Substance Use, Addiction, and the Hope and the Realities of Recovery*. This program featured Dr. John Kelly, the Director of Addiction Recovery Management Services at Mass General Hospital, and included Needham Selectman Matt Borrelli as a featured speaker.
- *AlcoholEDU*, an on-line alcohol prevention and education program for high school students. Through collaboration with the NHS Health and Wellness Department and the NCYSAP over 400 9th grade students participate in the interactive SAMHSA, NREPP recognized evidence- based program.
- 441 retail/food service inspections conducted on 154 establishments. There were also 90 temporary food permits issued. Every food establishment was inspected routinely at least

every six months as required by the Massachusetts Department of Public Health and more often when necessary. There were 19 food complaints investigated.

- Mobile Food licenses are up from last year, from 7 to 8 (the highest amount of mobile food permits in 5 years).
- Continued permitting grease waste haulers in town (an additional 26 haulers permits).
- Started inspecting and permitting trash haulers (an additional 24 trash hauler permits).
- 53 general nuisance complaints and housing complaints investigated and resolved.
- 63 employees who sell tobacco products in 11 tobacco vendors viewed the Health Department video on tobacco regulations and procedures to sell. Three compliance checks were completed on all tobacco vendors with 4 sales to a minor.
- 190 communicable diseases reported and investigated.
- Over 1219 immunizations were administered in FY 14. More than 1,100 persons participated in the seasonal flu immunization clinics.
- More than 900 persons consulted the Public Health Nurses for wellness visits. The nurses also provided services for over 600 employees throughout the Town.
- The Traveling Meals Program delivered over 8,450 meals and volunteers provided approximately 2,000 hours of service to pack and deliver the meals.
- There were 54 pets placed under quarantine by the Animal Control Officer.

GRANTS AWARDED AND DONATIONS RECEIVED

$125,000 The Needham Coalition for Youth Substance Abuse is supported by the federal Drug Free Communities (DFC) Grant program sponsored by the White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). This five year grant program, for $125,000 per year, supports over 700 community coalitions across the United States in their common mission to prevent and reduce underage substance use. The Substance Abuse Prevention & Education, Senior Program Coordinator directs the DFC Grant federal grant program as a staff member of the Needham Public Health Department.

$8,143 CDC/MDPH Region 4B Public Health Emergency Preparedness grants (4) to fund development of Special Population and Emergency Dispensing Site plans, to purchase supplies, and develop exercises and trainings.

$7,500 National Association of City and County Health Agencies (NACCHO) development grant to fund Medical Reserve Corps trainings and to fund a part time coordinator position.

$7,459 Norfolk County 7 (NC-7) grant awarded to fund local emergency planning and signage for the county. This included development of plans and procedures addressing how Medical Reserves Corp. and public health will work together for planning during states of emergency.

$110,747 Human Service grants and donations from state organizations, community organizations and churches to assist needy residents in obtaining fuel, medical

care, emergency food, and other emergency assistance as needed. Many residents moved down to 200% of poverty and were eligible for Federal Funds during these hard economic towns.

$29,962 Springwell grant for individuals in the Traveling Meals Program who are unable to pay the cost of their meal.

$16,235 FRIENDS of the Needham Board of Health and Traveling Meals Program, Inc. The group was formed by Needham residents to assist the Health Department in raising and obtaining funds for programs not fully supported by Federal, State and Local Government programs. Funds are used to assist Traveling Meals clients to pay for meals and to assist residents for fuel expenses. Participants must meet federal eligibility requirements or have other demonstrated need. FRIENDS also support Health Department programs and initiatives.

$575 Donations – Memorial donations for Traveling Meals

$30,000 Volunteer Services provided over 2,000 hours (approximately equal to over $30,000 in salary) to pack and deliver meals to clients on the Traveling Meals Program.

$1,860 Medical supplies donated to the Health Department by Beth Israel Deaconess Hospital Needham for clinical activities.

$8,000 Grant from the Massachusetts Department of Public Health for activities of the Needham Coalition for Suicide Prevention.

$655 Community Donations for the Needham Coalition for Suicide Prevention

$2,000 Donations from the community including donations and recycling of old cell phones for activities of the Domestic Violence Action Committee

EMERGENCY PREPAREDNESS

Increasing concern for emergency preparedness 24/7, emergent and re-emergent diseases, and new environmental regulations require that the Health Department sustain and increase its environmental oversight, emergency response and broad-based training programs. Emergent and re-emergent infectious diseases, such as: H1N1, Eastern Equine Encephalitis, SARS, West Nile Virus, Lyme Disease, Rabies and Tuberculosis, reaffirm the need for strong oversight by the Health Department and prompt investigation of all disease reports. These threats require greatly increased coordination between town departments and local communities. Because of the threat of bioterrorism, the department will increasingly be called upon to support police and fire departments in planning for incidents and addressing community concerns. Activities during the past year include:

- PH Radio System Base Station installed and operational for communication for a Public Health radio emergency system in Sub-Region 3 (Needham, Wellesley, Westwood, Dedham, Norwood, Milton and Canton). Quarterly Norfolk County 7 (NC7) communication drills completed.
- Passed Center for Disease Control Technical Assessment Review of Emergency Response Plan and Federal Annual Medical Reserve Technical assessment.
- Participate in MAVEN (Massachusetts Virtual Epidemiological Network). This online technology provides early response to communicable disease prevention and surveillance.
- Medical Reserve Corp Emergency Notification Drill provided to Needham members. 170 contacted in under 8 minutes using Town Swift Reach Emergency Notification System. Four MRC Trainings were provided locally. Multiple regional trainings were provided as well with many members taking advantage of these trainings as well.
  Review/update Safety and Emergency Guidelines and exercises for Municipal Employees coordinated with Fire and Police for all employees at the PSAB Building.
  The Health Department continues to meet monthly with the Emergency Region 4B consortium that includes 27 towns and participated in regional and sub-regional exercises. Health Director is a member of the 4B Executive Board. Communication drills including two CDC/HHAN emergency communications drills, two 4B Peer Leader communication drill, and quarterly 4B communication drills.
  The Health Department and the Fire Department Co-chair the Local Emergency Planning Committee (LEPC) which continues to meet bi-monthly with town departments, local hospital, businesses, the media, and residents.
  All staff trained as defined by Homeland Security in Incident Command and National Incident System 100, 200, 300, 400,and 700.
- The Needham Medical Reserve Corp has expanded to 170 volunteers in Needham and to over 1,000 in Norfolk County-7 (NC-7; Dedham, Canton, Milton, Needham, Norwood, Wellesley, and Westwood).
- Drafted informational sheet to be included with Dog licenses to inform and educate pet owners on having an emergency plan and kit for their pets.

PUBLIC HEALTH NURSING

The Public Health Nurses continue with disease investigation and surveillance within the community, offer advocacy, consultation, counseling, outreach/case finding, health promotion, screening and immunizations. Provide residents and town employees with education and the opportunity to adopt healthier lifestyles through:

- Wellness Clinics/Blood Pressure checks, Nutritional and other health related counseling
- Education on communicable disease, personal illnesses and disease prevention

The Needham Health Department provides community outreach through speaking engagements with community groups. Outreach is provided to the local hospital through our coalitions and committee work and speaking engagements with Medical Staff during Grand Rounds. Outreach is increasing with our town employees through seasonal trainings and education such as mosquito and tick borne diseases as well as "How to Stay Healthy" education sent via email. Eight Health Matters articles were published along with four Public Service Announcements and Four Needham Cable news interviews with regards to health education and program promotion.

The focus of these programs is to keep our community updated and educated on the constant changes in Public Health. The Public Health Nurses also serve on several local committees; Co chair of the Needham Domestic Violence Action Committee, and member of the Beth Israel Deaconess Infectious Disease Committee, Needham Coalition for Suicide Prevention and the Local Emergency Planning Committee as well as the Needham Housing Task Force.

The Public Health Nurses license and conduct health and safety evaluations for 8 summer camps and 1 tanning parlor within the community. They coordinate human service programs such as the Federal Fuel Assistance program, the Good Neighbor Programs, the Salvation Army Local Unit and coordinate assistance with other local agencies and churches. The Public Health Nurses also administer the food stamp program for the elderly and the disabled in the community.
The Needham Health Department has developed and continues to build the Needham Medical Reserve Corps (NMRC) to assist in Emergency Response. We have over 170 qualified and enthusiastic volunteers to serve as members of a response team for local and regional emergency health situations such as dispensing medication or vaccinating the Needham population. Multiple Trainings are coordinated and facilitated through the Public Health Nurses with five local trainings provided and multiple other regional trainings available to them throughout the region.

COMMUNICABLE DISEASE
The following communicable disease statistics represent those reported in the last three years, along with some of the screening programs and activities performed during the year:

	FY12	FY13	FY14
Babesiosis	4	2	1
Campylobacter	7	14	13
Cryptosporidia	1	4	0
E-Coli	1	0	0
Ehrlichiosis/HGA	0	3	2
Enterovirus	2	0	1
Giardiasis	9	4	2
Hepatitis B	3	5	6
Hepatitis C	10*	6*	13
Flu	--	90	54
Listeriosis	--	--	1
Lyme Disease	37	53	80

	FY12	FY13	FY14
Mumps	0	1	2
Noro Virus	4	2	0
Pertussis	0	0	0
Salmonellosis	7	7	3
Shigella	1	1	1
Strep A (GAS)	2	2	0
Strep Group B	1	4	1
Strep Pneumonia (Inv.)	7	2	1
Tuberculosis	1	0	0
Varicella	8	13	6
Vibrio	0	0	2
West Nile Virus	0	0	1
TOTAL	108	214	190

*Newly released state data – chronic cases

SCREENING PROGRAMS

	FY12	FY13	FY14
Employee Wellness	1052	1178	825
Employee Education/Training (351 employees)	9	10	8
Police Weight Screening	37	22	31
Wellness Office Visits	505	539	528
Wellness Clinics - Visits	226	233	200

IMMUNIZATIONS

	FY12	FY13	FY14
Influenza Doses Administered	1206	1300	1137
Other Immunizations Administered	45	46	60

LICENSED FACILITIES

	FY12	FY13	FY14
Day Camps	9	8	8
Inspections	25	18	29
Tanning Parlors	1	1	1
Inspections	3	3	5

HUMAN SERVICE

SENIOR SAFTE

The Public Health Nurses coordinate the Senior Safety And Food Training and Education Program (Senior SAFTE) with the Traveling Meals program coordinator. In the past 13 years of the program, over 645 home visits were conducted to review nutrition, medication management and safety issues with this high-risk population. Senior SAFTE's goal is to keep Needham's elders living safely in their homes.

FEDERAL FUEL ASSISTANCE PROGRAMS

The Salvation Army Program, "Gift of Warmth" and "FRIENDS" Programs assist those Needham residents who meet specific financial criteria, with payment towards heating and electric bills. Federal Food Stamps for Senior Citizens and disabled individuals only, are available to qualified Needham Residents. The Health Department is the local service unit for Needham.

ASSISTANCE AND HUMAN SERVICE PROGRAMS

	FY12	FY13	FY14
Coordinate Local Assistance (families)*	119	122	130
Federal Energy Assistance (families)	166	166	158
Salvation Army (families)	14	14	4

*Funds/services contributed by local human service agencies and houses of worship

ANIMAL INSPECTIONS

Animals Quarantined for Exposure to Potentially Rabid Animals

	FY12	FY13	FY14
Cats (45-day quarantine)	14	11	11
Cats (6-month quarantine)	6	4	4
Dogs (45-day quarantine)	9	7	11
Dogs (6 month quarantine)	2	0	0
Cat/Human	0	0	0
Dog/Human	14	12	15

	FY12	FY13	FY14
Dog/Dog	2	6	12
Bat/ Human Exposure	8	9	9
Wild Animal/Human Exposure	0	2	1

ENVIRONMENTAL HEALTH

Environmental Health activities are determined by legal mandate, complaints, licensure, permit requirements, inquiries, and regulatory enforcement of Board of Health, State Sanitary Code, Department of Environmental Protection, and Right-to-Know. Implementation and enforcement of State and Federal regulation requirements and applicable local laws and administrative rules and regulations is the number one priority to assure compliance with environmental quality and public health protection objectives.

The Environmental Health Agents protect the public's health by monitoring and regulating a variety of establishments throughout town. They license and conduct inspections of all retail/food service establishments (including mobile food vendors), tobacco vendors, public/semi-public pools and special purpose pools, a bottling company, and establishments that use sharps within the community. They also issue temporary food event permits and conduct inspections at all outdoor food events (annual fairs & the Farmers Market, etc.)

The agents also actively review proposed plans and conduct inspections of new/upgraded Title V septic system installations and repairs. They also conduct the following: Inspect Chapter II sanitary housing units, review subdivision plans (for off-street drainage bond release requests); and follow-up on a variety of complaints (food/nuisance/housing/tobacco). They review the following: New and renovated food establishment design plans; additions/ renovations to homes on septic systems; new or upgraded pool design plans for semi-public pools; notification of demolition applications; septic hauler/installer permit applications; and well permit applications (irrigation and geothermal). They also review domestic animal permit applications and issue annual permits along with conducting inspections and quarantine animals as needed. Tobacco compliance checks are conducted every four months and routine tobacco inspections are conducted every six months. Agents also respond to work place smoking complaints.

The Environmental Health Agents actively work with other Town Departments in providing environmental risk assessment and control. In addition, to ensure environmental quality, the agents respond to environmental emergencies (i.e. oil leaks, etc.).

Another primary focus is to improve community awareness of public health issues and to help reduce the incidence of seasonal public health concerns by providing health education and information to Needham residents. This is accomplished through newspaper articles, cable slots, on-site trainings, and by providing in-house brochures and State/Federal website links which contain up to date public health information. They continue to actively serve on committees in town. They continue to be involved in a variety of seminars and on-going training sessions, which include certification renewals (i.e. ServSafe Food Training, Soil Evaluator, Certified Pool Operator, Housing Inspector, etc,) to remain apprised of today's public health issues and to review the most up to date code requirements.

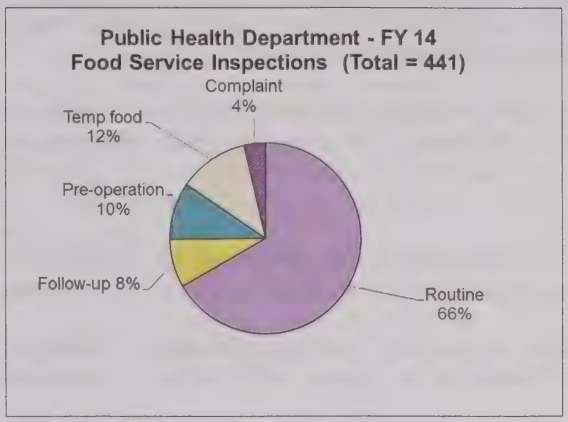
INSPECTIONS AND REVIEWS

The following is a listing of environmental health permits and field inspections performed by the Environmental Health Agents.

	FY12	FY13	FY14
Carbonated Beverages:	1	1	1
Food service: inspections, routine & complaints:	534	536	515
Trans Fat regulation follow-ups:	227	241	265
Chap. II housing inspections/follow-ups:	30	27	15
General nuisance complaint follow-ups:	56	42	42
Title V septic system inspections, plan reviews, and home additions & misc:	138	163	135
Title V septic systems installations:	4	9	6
Subdivision field inspections/plan reviews:	2	11	8
Swimming pool inspections:	15	15	12
Suspect food borne illness reports submitted to state:	1	0	0
Demolition reviews:	88	85	117
Tobacco compliance: Checks, complaints and inspections:	62	68	78
Hotel permits:	1	1	2

LICENSES AND PERMITS

	FY12	FY13	FY14
Animal Permits:	9	12	14
Bottling Plant Licenses:	1	1	1
Food Establishment Licenses:	143	157	166
One-Day & Temporary Event Permits:	97	85	90
Mobile Food Licenses:	5	7	8
Septage/Grease Hauler Permits:	12	11	26
Sharps Hauler		2	2
Subsurface Sewage Installer Permits:	8	12	9
Tobacco Sales Permits:	10	11	12
Caterers:	3	3	4
Disposal of sharps permits:	6	7	8
Well Permits			8
Trash/Waste Hauler Permits			24
Funeral Directors' Licenses:	3	3	3
Burial Permits:	303	399	460



PUBLIC HEALTH PROGRAM COORDINATOR

The Public Health Program Coordinator focused on emergency preparedness activities, communication and media outreach, coalition organization, and assisting the Director with special projects.

Emergency Preparedness:

Sept 2013, the coordinator participated as the MRC Public Health rep. in an EP drill centered on the fictional emergency of a chemical spill at a local dry cleaner. Training focused on how to set up and manage the outdoor decontamination unit. Approximately 10-15 BID Needham employees also participated. The coordinator played the role of a victim in the actual drill. Triage, movement through the decontamination tent, safety and radiation contamination stations were set up and reviewed. Hot wash followed the drill. Need to stress the importance of staying in your assigned station and proper Triage.

Monthly attendance at 4B meetings focused on Emergency Management and Preparedness.

Basic ICS 100 b - Incident Command System principles training received- June 2014.

Perform periodic radio drills to test the Town Hall Emergency Radios

Communication and Media Outreach:

SEPT- Took over management of article schedule, creation, editing and submission of articles to Needham Times/Home Town Weekly. Solicit input from colleagues, review by Director, and timely submissions.

OCT/NOV- set up and publicized for our annual influenza clinics. The clinics were well received and well attended.

Press releases and media outreach for National Depression Screening Day (OCT 7th), DSM-5 workshop (Oct 25), and the Craig Miller speaker presentation (Oct 29).

Various press releases issued throughout the year, in support of our coalition work.
April-Promotion of National Public Health Week with daily public health practice emails to all coalition members and Town of Needham employees.

MAY-set up and publicized "Understanding and Treating the Complex Puzzle of Non-Suicidal Self-Injury" presented by Dr. Barent Walsh, from The Bridge of Central MA, at Needham Public Library.

Special Projects:
Wrote and submitted CHNA grant (Local mini-grants for $1,000) for continued support of SALSA project. The grant was approved at the Oct 16 2013 CHNA meeting.

In October, I researched and reviewed Cambridge, Brookline, Boston and Massachusetts State Medicinal Marijuana Regulations to create a draft version for consideration by the Town of Needham.

OCT 2013- May 2014: Concussion in Youth Sports Survey question creation, modification, consensus and launch; modified & re-launched; all answers tailed and reviewed with Board of Health and Recreation Commission.
Created an online version of the concussion survey and sent it out to Needham's Park & Recreation list of sports coaches/directors. The survey remained open through 28 FEB 2014. Several participants failed to respond to the survey, due to changes in coaching staff/email changes. I re-verified all email addresses and contacts and re-launched the survey through March to ensure full participation. In April/May, I analyzed the results and debriefed the Board and Health and Parks and Recreation department on the results.

JAN- Researched activities and information to provide for Needham's Go Red for Women day on FEB 14. Ordered exercise bands, downloaded exercises to provide as hand outs. We provided healthy recipes featuring red ingredients as well. Created mock-Family Tree charts to provide as handouts so that people would be inspired to ask and learn about their family history, including cardiac history. I attended the event at the Center at the Heights and was interviewed by Needham Cable TV at the event.

Coalition Work:
JAN-JUNE: DVAC- Attended and Coordinated meeting minutes each month. Organized and created DVAC Cable TV series- focusing on abuse awareness. March taping focused on Elder Abuse. April Evans and Gretchen Hahn from Springwell Protective Services were interviewed. March 5, the coordinator, Gretchen Hahn, April Evans and Marc Mandel at the Needham Cable station to discuss logistics of creating and taping a show on Elder Abuse and the services Springwell provides. March 24, we met again and taped the show. Show was played on Needham Cable Channel throughout April 2014.

CHNA 18- Joined Steering Committee- Spring 2014- March

Program Development Updates:

- NNHBS staff will continue to participate in community meetings in Needham including the Housing Work Group, Domestic Violence Action Committee, and the Needham Suicide Prevention Coalition. This year, we also began attending the Newton Substance Abuse Prevention Coalition and are very excited to join that initiative as well.
- In April, clinician Jean Greiff assisted with the Domestic Violence Action Committee's awareness raising campaign in Needham. She helped place items in businesses around town that were designed to draw attention to the issue of domestic violence, as well as raise funds for the group toward future endeavors.
- Riverside NNHBS, in conjunction with the Riverside Trauma Center, provided postvention services to local residents, businesses, and town employees following the Boston Marathon bombings and subsequent lockdown in April. Through individual outreach and phone support, staff provided counseling and support to locals affected by the events surrounding the bombings.

THE TRAVELING MEALS PROGRAM

The Needham Health Department's Traveling Meals Program is in its 43rd year. This fee-for-service Program offers a nutritious, well-balanced lunch and dinner (delivered once a day) to eligible residents.

This Program is available to Needham residents that are housebound and meet the following criteria:

1. Living alone in their home with lack of support of family or homemaker services.
2. Resident with physical or cognitive limitations that restricts their ability to prepare or provide for their daily food.
3. Do not have transportation - unable to drive.
4. Needs the assistance of the Program for a minimum of 2 weeks

This year, July 1, 2013 through June 30, 2014, our dedicated and committed volunteers packed and delivered 8,450 meals (2 Meal Packages)

Beth Israel Deaconess Hospital Needham prepared these meals and their generous commitment to the Traveling Meals Program made it possible for this Program to continue to provide a 2-meal a day plan; a cold meal (milk, sandwich on wheat bread, juice, fruit and dessert) and a hot meal with roll and butter.

Donations from the "FRIENDS" of the Needham Board of Health and Traveling Meals Program (a fundraising committee), along with a grant from Springwell, the Elder Services Program based in Watertown, supplemented the cost of some meals for 52 of our Needham residents needing assistance.

SUBSTANCE ABUSE PREVENTION & EDUCATION

Needham Coalition for Youth Substance Abuse Prevention ~ NCYSAP
Vision ~ Needham is a cohesive community that supports all of our youth to grow and develop to be substance free and healthy in mind, body and spirit.

Mission ~ the Coalition incorporates a collaborative, community based and data driven prevention approach to reduce alcohol, marijuana and other drug use among Needham youth. Through community education, partnership and strategic action we will decrease the risk factors associated with substance abuse and increase the protective factors that are shown to enhance the health and safety of youth.

Strategic Prevention ~ Research shows that the cornerstone of an effective community substance abuse prevention effort is a coalition comprised of leaders and stake holders from key sectors of a community including: parents, youth, business leaders, law enforcement, school and public service officials, health care professionals, faith-based organizations, media, youth serving representatives, state and local government agencies, social service providers and other community representatives. The NCYSAP, guided by a five person *Leadership Team,* is funded by the federal Drug Free Communities (DFC) grant program sponsored by The White House Office of National Drug Control Policy (ONDCP) in partnership with the Substance Abuse and Mental Health Services Association (SAMHSA). http://www.whitehouse.gov/ondcp/Drug-Free-Communities-Support-Program

The DFC grant program supports over 700 community coalitions across the United States working to reduce substance use among youth and strengthen collaboration among community groups through a comprehensive program based on SAMHSA's Strategic Prevention Framework (SPF). The NCYSAP is completing the final year of a five year DFC funding cycle; we are currently awaiting notification from our March 2014 DFC grant application submission requesting funding for a the final funding cycle of the program years 6-10, notification anticipated by September 10, 2014. Our Leadership Team has been working on sustainability options for select programs: 5th Quarter, SALSA and the weekly Parent Support Group facilitated by an independent LISCW for parents navigating youth and young adults involved in chronic substance abuse. We are hopeful that our targeted community fundraising efforts will prove successful enabling these vital NCYSAP programs to continue.

Our Coalition meets the first Tuesday morning of each month at the Needham Public Library from 7:15am-8:30am sharing an open and honest dialogue on the high risk behaviors and substance use issues confronting Needham youth. Eleven meetings were held this year, regularly attended by 15-20 Needham community leaders, service providers, parents and youth.
NCYSAP members discuss the biological, psychological, social/emotional and legal consequences of underage substance use and how prevention strategies can positively impact Needham youth and families. Research shows that multi-sector, multi- strategy approaches to substance abuse prevention, implemented by community coalitions, reduce alcohol and other drug use significantly.

NCYSAP members participate in any of four *Action Teams*: Youth Connections, Parental Awareness and Education, Community Awareness and Education: Access and Availability and Coalition Capacity Building. Members work to implement *Environmental Prevention Strategies* that impact access and availability through policies and enforcement integrating media advocacy to shift community norms and perceptions toward a standard of substance free behavior for youth.

Carol Read, M.Ed., CAGS, CPS Program Director, assisted by a part-time Project Coordinator, Karen Mullen, MBA work as staff in the Needham Public Health Department. NCYSAP staff attended the annual CADCA National Leadership Forum and the CADCA Mid- Year Trainings focused on the promotion of Behavioral Health and Substance Abuse Prevention featuring experts from the fields of: substance abuse prevention, treatment, public health, mental health and prevention education. CADCA trainings prioritize the Strategic Prevention Framework, public health policy and advocacy skill building through workshops and plenary sessions based on science and Evidence -based prevention strategies best practices in substance abuse prevention. Throughout the year staff participates in trainings, classroom and webinar based from the CDC, SAMHSA, AdCare and Riverside Community Care www.needhamma.gov/substanceabuse

CURRENT/ONGOING PREVENTION INITIATIVES

- Community Awareness and Education ~ Educational information on prevention, substance use and mental health disseminated through print and on-line media outlets: The Needham Times, Wicked Local Needham, The Hometown Weekly and Needham PATCH. Prevention Program Host: The Needham Channel-cable access television-Production Marc Mandel, Director. Electronic message posting and dissemination through the Town of Needham website and email distribution lists. NCYSAP program flyers and Positive Community Norms posters created by NCYSAP staff and members. Educational brochures provided by federally funded agencies: NIDA, NIH, NIAAA, SAMHSA and the ONDCP. In person presentations: Pollard Parenting Conference, NHS Parent Conference, Needham Rotary, Needham Exchange Club, Retired Men's Club, PTC Presidents organization, NPS District Guidance and School Wellness Advisory Committee (SWAC) meetings.
- Education and Advocacy~ Collaboration with Town of Needham departments. Information sharing: Data, research and Evidence - based prevention strategies to enhance community protective factors to reduce underage substance use and impact access and availability of alcohol, marijuana and tobacco. Marijuana Public Consumption by-law, Registered Marijuana Dispensary (RMD) Zoning, Sensitive Use Area mapping and Needham On- Site and Off Site Alcohol licensee responsible server/sales training video highlighting MA Alcohol regulations for safe serving and selling.
- Counseling –Peer Support Services ~ Phone or in person consultation services provided for resident substance use and mental health support. Initial clinical review of presenting issues, referral for assessment, treatment resources and on-going support services.
- Community Awareness and Education Campaign-Positive Community Norms. *Needham Parents Know*- 2 posters. Alcohol: Social Host Law and Marijuana: The Risk is Real. Education on the social host law and the physiological impact of substance use through posters distributed in over 75 Needham retail and office locations, through print and

online media, The Needham Channel and Town of Needham website to reduce underage access to alcohol and marijuana.

- Medication Take Back Kiosk and DEA Take Back Days ~ Needham Police Department collaboration. Medication disposal, located in the Needham Police Department lobby for safe disposal of unused, unwanted and expired over the counter and prescription medications available 24 hours per day/ 7 days a week. An average of 51 pounds of medication are collected monthly. Bi-annual National DEA Prescription Medication Take Back Days- Needham Police Department driveway- 99 School Street.
- 21 Proof ~ Inaugural 2012 Alcohol licensee's training- for on-site servers. Evidenced based responsible beverage sever (RBS) training program to reduce underage access, assess patron safety, staff in taking action, establishing and reinforcing effective policies and procedures, and reducing risk. Facilitated by Frank Connolly review of MA- ABCC policies and procedures according to M.G. L.c. 138. Over 20 Needham business employees attended the 4 hour inaugural training.
- Alcohol Licensee – Responsible Selling and Server Training Program ~ NCYSAP – Needham Police Department- Board of Selectman collaboration to enhance the safety and health of all residents. On-Site and Off- Site Alcohol licensee training program a compliance component of the Needham Alcohol regulations. Creation of 3 part training kit reflecting MA General laws regarding responsible serving and sales of alcohol including a training DVD with presentations by Lt. John Kraemer, NPD, Frank Connolly, 21 Proof and NCYSAP Director. MA- BSAS regulation materials, Needham Alcohol regulations and NCYSAP resources. Delivered to 21 Off- Site licensees and 5 Off- Site licensees, March 2014.
- Narcan ~ Nasal Naloxone: Opiate overdose reversal agent -Needham Police Department staff training. NPD officers equipped to administer, July 2014. Needham Public Health Department-NCYSAP-Referral resident access to Narcan Kits through select pharmacies and Manet Community Health. Community Education -Opiate Addiction- Narcan training and Narcan Kits: Dr. Alex Walley, Needham resident, Director BU Addiction Medicine Fellowship Program.
- Parent Support Group ~ Monday evening psycho-educational support group for parents of youth and young adults engaged in chronic substance abuse. Educational resources, networking support and strategies to obtain assessment and treatment. In-kind Town of Needham donation of May Chapel meeting room, facilitator funding provided by Newton Wellesley Hospital and resident donations: Rachel Nenner- Payton, LICSW.
- Norfolk County Prevention- District Attorney Michael J. Morrissey ~ Participant in 25 town substance abuse prevention initiative – Mentor, supporting 4 towns committed to establishing substance abuse prevention coalitions- Collaborator on the Federal Harold Hal Rogers Prescription Drug Monitoring grant application and best practice prescription drug abuse prevention initiatives during funding year one. Attendance at the 2013 and 2014 National RX Drug Abuse Summit.
- Needham Coalition for Suicide Prevention ~ Adult subcommittee member. Team strategic planning to enhance awareness among residents, community leaders and key stakeholders of the identifiable signs of mental health issues while building upon existing community foundation to safeguard at risk residents. Review of best practice programs to build skills among health care providers and clinicians to enhance assessment and treatment modalities. Co- Facilitator of *QPR- Question, Persuade and Refer* suicide

awareness gatekeeper training- Including: Needham Police Department staff, YMCA staff, Retired Men's Club, Council on Aging and Charles River ARC with Donna Carmichael, RN, Larry Berkowitz Ed.D and Jim McCauley, LICSW- Riverside Community Care.

- Youth Center ~ The Needham Youth Center (NYC) initiative. Friday evening social events including gymnasium games, dancing and food at the Pollard Middle School for youth in grades 6-8. The NYC is operates under the umbrella of the NPHD, with administrative support and financial management is provided by NPHD staff as well as a 6 member volunteer Parent Advisory Board. Events are staffed by the NYC Director and experienced adult staff. 15 evening events were held during the 2013-2014 school year.
- Beth Israel Deaconess-Needham 2013 Community Health Assessment (CHA) Steering committee ~ Team member with Public Health Director and Public Health Nurse. BID Administrators Penny Greenberg and Rose Lewis directed CHA goals, timeline and strategic plan under the guidance of Health Resources in Action – HRIA, Boston. Community outreach to stakeholders, focus group planning and participation, survey data sharing, key stakeholder interview and draft report review.
- School Wellness Advisory Committee – SWAC~State of MA regulation. School Wellness Advisory Committee 105- CMR 215. District initiative comprised of school staff and community representatives, who review, recommend and implement school district policies addressing nutrition education, physical activity, high risk behaviors, stress and related issues that affect student health and promote wellness.
- Needham Parent Survey 2011 and 2013 ~ Bi-biennial survey of perceptions, attitudes, beliefs and behaviors regarding youth substance use and parenting expectations. Parents of youth in public and private schools, grades 6-12: 2013- 623 valid respondents-2011-449 valid respondents. Data crosswalk with 2012 Metrowest Adolescent Health Survey (MWAHS) grades 7-12 prepared and presented by Scott Formica, SSRE.
- Students Advocating for Life without Substance Abuse –SALSA ~ SALSA is a mentoring and peer leadership skills program for students who abstain from alcohol and other drug use. Awarded a Prevention Leadership Citation by Norfolk DA Michael Morrissey for exemplary work 2014. SALSA peer leaders, in grades 9-12, are trained to speak to middle school students, presenting themselves as healthy, happy and productive teenagers who have chosen not to use alcohol, tobacco or other drugs. SALSA students validate the high risk behaviors youth face, model leadership as athletes, musicians, dancers, members of drama clubs and student government and teach "Refusal Skills" to 8th grade students during Health classes, SALSA peer leaders presented at the 4th Annual NCYSAP Community Forum and speak annually at the 8th grade Transition to High School assemblies (450- 8th graders), and the Pollard Middle School Parent Conference accumulating 384 hours of community service during the 2013-14 school year.
- Rockets Against Destructive Decisions – RADD ~ RADD is a peer-to-peer education and prevention organization dedicated to preventing destructive decisions such as underage drinking, drug use and impaired driving through their primary mission of sponsoring substance free pro-social activities for Needham High students. The group has successfully planned and implemented a Wii Game night, evening Coffee Houses and a Live At Town Hall concert in addition to supporting 5th Quarter events through social media and school posters. RADD launched the *Above The Influence* (ATI) Tag It campaign with messages: What Are You Above? to empower their peers to navigate

high risk situations, implemented an NHS art class contest and produced 2 ATI You Tube videos showcasing original student art work with the ATI logo. The RADD club was featured on Norfolk District Attorney Morrissey's Community Prevention series which aired throughout 28 communities through cable access television.

- 5th Quarter ~ 5th Quarter events, held after Varsity football games at Needham High School, feature substance free, pro- social events for youth in grades 9-12. Teens are invited to come back to the gym after the game to celebrate a victory or support each other after a tough loss in a fun, substance-free environment featuring: free pizza, soft drinks, snacks, a live DJ, raffles, ping pong and foosball. The NCYSAP sponsored four 5th Quarter events during the 2013-2014 school year; an average of 200 teens attended each event. NCYSAP Co-Chairs: Bob Timmerman and Karen Mullen.
- Alcohol Edu for High School ~An interactive, evidence- based online alcohol prevention program addressing underage alcohol use and binge drinking; the biological, psychological and social emotional impact of underage alcohol use, Social Norms and Refusal Skill Building are featured. Funded by the NCYSAP- DFC grant, AlcoholEdu is administered to all NHS 9th grade students in Wellness class. AlcoholEdu for High School Parents provides 20 minute online program featuring information on youth and alcohol, strategies and skills to talk to about alcohol use, underage drinking and navigating high risk situations.
- Marijuana101 PILOT Program Award- 10 courses Marijuana education 3rd Millennium On -line curriculum. In response to the decrease in the perception of risk of marijuana and youth use rates the NCYSAP researched and requested a grant to pilot this Evidenced – based marijuana program to be completed by identified at risk youth after school or police citations related to marijuana. In collaboration with Needham Youth Services and Needham High School. On going dialogue with NHS Health Educators on integrating marijuana education into standard Health curriculum- NCYSAP Leadership team and Karen Mullen.
- Needham Public Schools Health and Wellness Curriculum ~ District-wide, year long curriculum review initiative, participation of two NCYSAP members. Review of area Metrowest school district health curriculums, procedures and timelines of implantation, Community outreach survey design, implementation and data analysis, collaboration with review subcommittee and recommendation. Pollard middle school 8th grade Health curriculum enhancements support provided by NCYSAP staff and Coalition member in collaboration with Health and Wellness Director Dr. Kathy Pinkham.
- Needham Sports Education and Outreach ~ Annual *All Coaches Meeting* presentations to provide coaches with knowledge of identifiable sign of signs of youth in need, support resources for assessment, counseling and treatment referrals for substance use/abuse and mental health issues.
- Social Norms Campaigns ~ An Evidence -based prevention strategy to shift community norms and empower youth to make substance free choices. Two campaigns were developed during the 2012-2013 school year by four *SALSA* students under the guidance of NCYSAP staff. Campaign #1 focused on dispelling the myths and perceptions around peer alcohol use rates: 64% of NHS students choose NOT to use alcohol in a typical month. A series of three posters were displayed throughout NHS during April, May and June. Teachers and administrators participated in the campaign using the posters to highlight the self reposted use rate data which reinforced the Social Norms and dispelling

the myths around the perception that "all or nearly all" students use. Campaign # 2 was developed by SALSA students as a part of their Graphics Arts class focusing on marijuana use rates: 80% of NHS students choose NOT to use marijuana in a typical month. The marijuana launch in September 2013 coinciding with the first day of school; color posters, hung in classrooms, common areas and in the staff office were printed by the NHS Graphics Department.

- Pollard Middle School Substance Abuse Curriculum Support 2012-2013~ Collaboration with Health Educators on Substance Abuse curriculum review and enhancements. Curriculum addition of *Refusal Skills* as demonstrated in SALSA presentations, connection to parents for enhanced home-school connection provided by NCYSAP staff and NCYSAP middle school parent member.
- Needham Student Sobriety 2012-2013~ 12 step recovery meeting for high school students following the structures and traditions of Alcoholics Anonymous. Weekly Monday lunch hour meetings facilitated by NCYSAP volunteers: peer support, educational resources and support service resources are available.
- I Can Help 2013~ An early identification youth support program. *icanhelpsm* teaches community members how to identify youth in need and struggling with social, academic, mental/emotional or substance-abuse difficulties and teaches the steps to refer dialogue and refer to existing community support resources. Two I Can Help training programs attended by 20 community members consisting of school nurses, a teacher, pediatrician, parents, and Town of Needham Park and Recreation staff, facilitated by founder Michelle Muffett Lipinski, M.Ed. Subsequent programs in discussion in addition to collaborating with NPS on incorporating SAMHSA's Mental Health First Aid training for Needham adults.

Riverside Community Care

THE HELP YOU NEED CLOSE TO HOME

FISCAL YEAR 2014 FOURTH QUARTER REPORT

Program Description

For over three decades, Riverside Newton -Needham Home Based Services (NNHBS), formerly known as Alternative Youth Services, has been meeting the needs of at-risk youth, families, and adults in their homes in the Newton and Needham area. Our qualified, Master's level clinicians have been there for families and individuals when they have needed help the most; providing home-based counseling, crisis intervention, assistance in navigating the complex web of human and educational services, and offering parent support. Our program has a unique expertise in adolescent mental health, family systems treatment, and community resources. We are competent in working with families and individuals in the areas of psychological health, homelessness prevention and financial stress, substance abuse, hoarding behavior, trauma and grief, and family conflict. Our skilled clinicians can walk families and individuals through the process of accessing services while providing crisis stabilization, family counseling, parenting support, housing stabilization, resource referrals, and advocacy and collaboration with schools, courts, and others as needed. We assist families in accessing and utilizing additional support services, such as individual or group psychotherapy, financial entitlement benefits, medical insurance,

legal advocacy, residential programs, 12-step groups, etc., in order to improve family functioning and maintain stability.

We are funded by the Town of Needham, the City of Newton, the Newton Community Development Block Grant, and private contributions.

PROGRAM STATISTICS

In the fourth quarter of fiscal year 2014, Riverside NNHBS staff provided the following to Needham:

- A total of 262.25 service hours were provided to 9 clients and families (34 total individuals) in Needham. Of these hours, 96.50 were spent providing direct, face to face services primarily in the clients' homes. 165.75 hours were spent providing case management, advocacy, and referral services on behalf of the clients.
- For the Town of Needham, 96.25 of the total hours were spent providing individualized adult outreach services for 4 clients. Of these hours, 33.25 were spent providing direct, face to face services primarily in the clients' homes. 63.0 hours were spent providing case management, advocacy, and referral services on behalf of the clients.
- For the Town of Needham, 0 of the cases were repeat cases vs. 9 new cases this quarter.
- 88.25 hours of consultation to school staff, suicide prevention and counseling services in the school, and participation in community activities in the town of Needham were provided.
- We fielded 6 new calls/referrals from Needham this quarter
- For the Town of Needham, families and individuals spent approximately of 1.5 months on the waitlist between the initial call for services and the date of intake. Individual adult assessments are conducted within 1 month, whereas families waited 1-2 months. Most individual adult cases stay open for 1-2 years, whereas family cases stay open approximately 3-9 months.
- 67% percent of the families we worked with were of low to moderate income. These families tend to have many barriers to improved functioning, including poverty, isolation, and lack of access to transportation, public assistance benefits, and health insurance.

For the total of Fiscal Year 2014, we provided the following:

- 1,070 service hours to 23 clients and families (15 adults, 8 families, 65 total individuals affected by treatment) in Needham, Of these hours, 331.25 were providing direct, face to face services primarily in the clients' homes. 738.75 hours were spent providing case management, advocacy, and referral services on behalf of the clients.
- For the Town of Needham, 643.75 of the 1,070 total service hours were providing individualized adult outreach services for clients. Of these hours, 187.0 were spent providing direct, face to face services primarily in the clients' homes. 456.75 hours were spent providing case management, advocacy, and referral services on behalf of the clients.
- 299.75 hours of consultation to school staff, suicide prevention and counseling services in the school, and participation in community activities in the town of Needham were provided.
- We fielded 31 calls/referrals from Needham this year.

- Families and individuals spent an average of 4-6 weeks on the waitlist between the initial call for services and the date of intake.

2014 COGNITIVE AND OTHER DEVELOPMENTAL DISABILITIES CHARLES RIVER CENTER

The Charles River Center provided the following services for people with cognitive and other developmental disabilities and their families in the Town of Needham and many surrounding towns during 2013 and 2014.

- Residential Services – Group Homes; Supported Apartments to over 115 individuals
- Vocational Training, Job Placement and Support to 160 individuals
- Therapeutic Day Services & Senior Citizen Day Supports including nursing coordination, occupational, physical, music and speech therapies, social and recreational services to 103 individuals
- After school, weekend and school vacation services to over 50 school age children.
- Applied Behavioral Analysis to individuals on the Autism Spectrum, and consultation to their families and school system personnel

The Arc of Charles River, a service of The Charles River Center, provides information and referral services, legislative advocacy and educational seminars on topics designed to help member families of individuals with intellectual and related developmental disabilities. Our Arc also supports our State and National Arc's in a broad array of efforts on behalf of the people we support.

For a complete Annual Report contact:
The Charles River Center, Development Office
59 East Militia Heights Road
Needham, MA 02492

DOMESTIC VIOLENCE ACTION COMMITTEE

The Needham Domestic Violence Action Committee (DVAC) was founded in 1994 by the Needham Health Department and is Co-Chaired by the Public Health Department and the Police Department. DVAC is a community based interagency and interdisciplinary team formed to raise awareness of domestic violence. The mission of this committee is to educate the community, schools and workplace and provide them with outreach programs, resources and referral services. The Police Department and the Health Department Co-Chair the committee. http://www.needhamma.gov/health/domesticviolence

Activities have included:

- Coordinating Yellow Dress (through Deanna's Educational Theater) for High School – 2 student performances and introduced as well as an evening parent performance.
- Coordinated Yellow Dress presented at Olin College with representation from Wellesley College and Babson College as well.

- The Needham Channel series on Domestic Violence started October 2011
  Interviews by Emily Carroll:
  1. REACH Beyond Domestic Violence and a Survivor Story
  2. History of DVAC – Janice Berns, Donna Carmichael and Deb Jacob
  3. Norfolk County District Attorneys office – Michael Morrissey, Jane Biaggi
  4. BID Needham and Newton Wellesley Hospital on what happens in the Emergency
     Room
- Cell Phone Recycling Program with Shelter Alliance
- Harvest Fair participation
- "Take Back the Night" November 4th at Needham High School - "Take Back the Night" is a National Organization devoted to ending the silence about Domestic Violence
- Presentation to Needham Business Association
- Coordinated and dispersed resources and set up DVAC Training with REACH for BID Emergency Room and Social Services.

NEEDHAM COALITION FOR SUICIDE PREVENTION

The Needham Coalition for Suicide Prevention was organized in May of 2006 as a community response to the recent death by suicide of four young people and is co-chaired by the Needham Public Health Department and Needham Public School Guidance Department. It is a broad based coalition of 35 members reaching out to our town's diverse constituencies across the age continuum. We believe that suicide is preventable if we work together. Please see the following websites for a detailed report on the committee's efforts at http://www.needhamma.gov/health/ncsp and for information on suicide for all ages please see the following link http://www.needhamacts.org.

WEST SUBURBAN VETERANS' SERVICES DISTRICT

Stanley W. Spear, Jr., Director of the West Suburban Veterans' Services District
Matthew L. Ching, Deputy Director of the West Suburban Veterans' Services District

The West Suburban Veterans' Services District (W.S.V.S.D) includes the Towns of Needham, Wellesley, Weston and Wayland. The main office is centrally located in the Wellesley Town Hall, where office hours are on Mondays and Wednesdays from 9:00 a.m. to 12:00 p.m. and by appointment. There are satellite offices in each town in order to provide services. Office hours are in the Needham Town Hall on Thursdays from 9:00 a.m. to 4:30 p.m., the Weston Community Center on Wednesdays from 9:00 a.m. to 12:00 p.m., and the Wayland Municipal Building on Fridays from 9:00 am to 12:00 pm. Veterans and their families are welcomed to contact the main office in Wellesley for inquiries or to schedule an appointment by

calling (781) 489.7509. A full range of benefits and services are available to veterans and their families based on certain qualifications and eligibility requirements. The W.S.V.S.D. Board is comprised of four members with one designee from each community. Also please visit the W.S.V.S.D. website at www.westsuburbanveterans.com for more information.

DEPARTMENT OF VETERANS' SERVICES- NEEDHAM

W.S.V.S.D. Director Stanley W. Spear, Jr., Deputy Director Matthew L. Ching, and the Department of Veteran Services (DVS) provided the following benefits and services to veterans and their families within Needham:

- Carried out functions assigned to the Veterans' Office by Chapter 115 of the General Laws of Massachusetts and CMR 108.
- Provide assistance in applying for US Department of Veterans' Affairs (VA) benefits.
- Maintain a depository of discharges and records of veterans.
- To oversee the disbursements of veteran's benefits to veterans and their families.

Throughout the year there were many Veterans, spouses, and other family members who visited the office in the Town Hall of Needham. We were able to provide them with flags and holders for the graves of a family member, obtain a copy of discharge papers to file for veteran benefits, burial benefits, educational and bonus assistance, and other related benefits and information.

HIGHLIGHTS OF THE VETERANS SERVICE OFFICE

- During the fiscal year 2014, approximately $39,271 in Chapter 115 Benefits were provided to Needham Residents.
- Attended the annual Veterans' Service Officer (VSO) & MA Legislative Meeting.
- Expanded outreach efforts to the Veterans within the community.
- Attended the annual training seminar provided by the Commonwealth of Massachusetts Department of Veterans' Services.
- Held several presentations about various state and federal benefits that may be applicable to veterans and their families.
- Assisted veterans to access VA Health Care, GI Bill benefits, Pensions, Disability Compensation, and other VA related benefits.
- Aided veterans to obtain various benefits that are provided by the Commonwealth such as the Welcome Home Bonus, Annuities, and Public Assistance.
- Attended several veteran related events at Mass Bay Community College
- Participated in the Norfolk County VSO Seminar
- Attended the Veterans' Court in Dedham, MA
- Participated in the unveiling of the 'Needham's Fallen Brave' Memorial and Plaque
- Assisted several Eagle Scouts to establish their Eagle Scout Projects
- Held 'Flag Etiquette' Presentations for the local Scouts
- Attended multiple training events and seminars regarding veterans' benefits
- Support the Norfolk County RSVP program that drives Veterans to medical appointments
- Visited many veterans and their families at their homes or skilled care facilities
- Worked cohesively with other local and state agencies to assist individuals to access additional benefits

CARE OF GRAVES AND COORDINATOR OF CEREMONIES

Mr. William Topham, the Graves Officer for the Town of Needham, is responsible for the Graves Registration activities and also serves as the Coordinator of Ceremonies. Mr. Topham works with W.S.V.S.D. Director Spear and Deputy Director Ching in coordination and operation of the Memorial Day and Veteran's Day observations and other related events in the Town of Needham. Mr. Topham is also responsible for some of the following:

- Fulfill the requirements of Chapter 115, that all veterans' graves will have an American flag placed on them for Memorial Day.
- Ensuring that all veteran's graves in Needham and St. Mary's cemeteries are maintained, are cared for, and are free of debris.
- Insuring that veterans who die without funds are properly interred.
- Organizing, coordinating, and participating in the Memorial Day Ceremonies and Parade as well as the Veteran's Day Observances.

HIGHLIGHTS – CARE OF GRAVES AND CEREMONIES

- Placed over 2300 American Flags on the graves of veterans in St. Mary's and Needham Cemeteries as well as at all of the Memorial sites within the Town of Needham.
- Participated in the "Needham's Fallen Brave" memorial and plaque dedications
- Organized and participated in the Memorial Day Parade and Observances.
- Organized and led the Veteran's Day Ceremonies on November 11th.
- Increased community participation at the observances.

YOUTH SERVICES

BOARD OF DIRECTORS
Karen Folb, Chair
Julie Stevens, Vice Chair
David Bookston
Justin Jones
Regina Longley
Susan Patkin
Vincent Springer
Julie Stevens

DEPARTMENT STAFF
Jon Mattleman, Department Manager
Katy Colthart
Michelle Butman
Maria Papantoniaou
Adina Alpert (Graduate Clinical Intern)
Ava Marinelli (Undergraduate Program Intern)

PURPOSE

The mission of Needham Youth Services (formerly known as the Needham Youth Commission) is to provide leadership and a community focus on youth and family issues and to promote community wellness by: Identifying and addressing youth and family needs; Advocating for youth and family interests; Partnering with other youth and family serving agencies; Developing and implementing quality programs and services; and Educating and communicating with the public regarding youth and family issues.

Needham Youth Services operates as a mental health resource offering a wide array of confidential clinical and programmatic services to children, adolescents, and families. While the department's services are reaching more people and having a greater impact, it is clear that the need for such services far outweighs the department's resources; thus, many in Needham are not receiving support. Youth Services has worked diligently to construct meaningful services designed to meet the increasing and ever-changing needs of the Needham community. Learn more about Needham Youth Services at: www.needhamma.gov/youth.

FISCAL YEAR 2014 HIGHLIGHTS

SINGLE PARENT SUPPORT GROUP Being a parent is something parents wouldn't change for the world, but doing it alone can sometimes drive a person to exhaustion. The Single Parent Support Group offered the opportunity for parents to discuss topics such as: finding time for personal interests, parenting strategies, raising children alone, and stress management and time management. Launched in FY 2013, parents shared their own accomplishments and struggles as well as heard from other single parents who have similar experiences. Learn more at www.needhamma.gov/youth/singleparent.

VIP PROGRAM In Fiscal Year 2012, Youth Services launched the VIP (Valuable Interactions among Peers) Program. VIP matched high school students with elementary school age youth who had a need for additional support in their lives. The program allowed high school "Big VIPs" the opportunity to be role models for a young person in our community. The program also allowed elementary school "Little VIPs" (youth in 3rd grade to 5th grade) the opportunity to form meaningful relationships with high school youth. In the past fiscal year, the

program grew by 50%, and the feedback from participants was extremely positive (all participants completed an evaluation at the end of the year). In FY 2014, 292 hours of volunteers participated in VIP. Learn more about the VIP Program at www.needhamma.gov/youth/vip.

BULLYING INTERVENTION PROGRAM Two years ago, Needham Youth Services created an innovative new effort entitled the Bullying Intervention Program (BIP). This 10 hour clinical program worked with "aggressors" to assist them to better understand the laws, implications, and the impact of bullying. Referrals were accepted from the Needham Public Schools, private institutions, and from parents. All participants completed an evaluation at the conclusion of the program as well as another one after three and a final evaluation after six months to better gauge the impact of this program. In addition, Needham Youth Services collaborated with the Needham Public Schools on a pamphlet for parents on Bullying. Learn more about the Bullying Intervention Program and view the pamphlet for parents at www.needhamma.gov/youth/bip.

QPR SUICIDE PREVENTION TRAININGS (Question, Persuade, Refer): The QPR Suicide Prevention model was patterned after the success of the CPR (Cardio Pulmonary Resuscitation) medical intervention and was based upon the concept that the person most likely to prevent an individual from dying by suicide is someone that person already knows (e.g. parent, teacher, relative, or friend). This program has been in operation for six (6) years, and each training was two hours in length. QPR trainings were provided for professionals, parents, and for many community groups in Needham. Program participants completed an evaluation at the conclusion of each QPR. Learn more about QPR trainings at www.needhamma.gov/youth/qpr.

COMMUNITY CRISIS RESPONSE Over the past decade, the Needham community has grappled with critical youth issues such as loss, self injury, depression, and anxiety. Youth Services has responded by outreaching to youth, parents, and families in a variety of ways including individual meetings, group sessions, and the distribution of informational materials. In addition, the department was actively involved with groups such as the Needham Coalition for Suicide Prevention and the Needham Coalition for Youth Substance Abuse Prevention. In FY 2014, a significant number of staff hours were devoted to creating materials, meeting with community leaders, and to directly assisting youth and/or their parents with a crisis.

SAFE SURF: INTERNET SAFETY FOR MIDDLE SCHOOL YOUTH AND THEIR PARENTS Initially funded by the Needham Education Foundation, this long standing program provided 6th grade students and parents with the knowledge to navigate the Internet safely. Through workshops and written materials, students and parents learned about appropriate ways to use the Internet. In FY 2014, over 400 youth participated in this program (as well as completed an evaluation of program). In addition, over 250 Safe Surf Informational Booklets were distributed to parents (booklets were funded by the Needham Exchange Club). Learn more about the Safe Surf Program at www.needhamma.gov/youth/safesurf.

A CONVERSATION...FOR PARENTS OF TEENS Sponsored by the Needham Women's Club, this program has been offered to Needham parents for close to a decade. Each session

allowed a maximum of nine parents per meeting, and each focused upon a specific youth-related topic such as alcohol/drugs, suicide/loss, stress, and depression. Over fifty parents participated in this program in the past fiscal year, each of whom completed an evaluation of the program. Learn more about "A Conversation…" at www.needhamma.gov/youth/aconversation.

WEBSITE The Youth Services website continued to grow in FY 14 as residents learned about services, read the Needham Youth Services Annual Report, viewed pictures of the staff and programs, and used this site to gather information about programs and mental health matters. In an effort to inform youth and families of the programs and resources of Needham Youth Services, e-mail addresses from residents were accepted and information was sent regarding programs and services (to date, over 2,000 have registered for this service). Residents can register for this free service at www.needhamma.gov/youth/email. Special thanks to the Information Technology Department for their support in establishing this vibrant website. Please visit the Youth Services website at www.needhamma.gov/youth.

INDIVIDUAL/FAMILY COUNSELING: The Masters level staff clinicians are skilled at working with youth and families who are experiencing difficulties with issues such as family discord, loss, drugs, alcohol, stress, anxiety, and other mental health concerns. Who used these counseling services? They were neighbors, cousins, children, and friends; they were people with no health insurance or expired health insurance; they were people grappling with either a short or long-term problem; but mostly, they were people who had the hope and determination that life can bring greater satisfaction and reward. It was not unusual to work with an elementary age youth coping with a significant loss, a middle school student coping with parental alcohol use, or a high school student with a drug problem. The majority of referrals were for family issues, and the schools were the largest sources of referrals. In the past year 709 hours of counseling were provided to Needham youth and their families. Learn more about Youth Services' clinical work at www.needhamma.gov/youth/counseling.

COUNSELING/PSYCHO-EDUCATION GROUPS Group counseling/psycho-education was a practical and effective mode of both prevention and treatment and allowed the staff the opportunity to interact with greater numbers of people than individual treatment. Group intervention offered a unique opportunity for young people to learn about issues which affect their peers and to receive feedback from their peers regarding issues such as: divorce, stress, self-esteem, bullying, abuse, depression, social skills, loss, drugs/alcohol, and violence/anger. Of special note was the "Extreme Looks" program, a four-day mind/body/spirit group for teen girls. In FY 2014, 241 hours of group counseling/psycho-education services were provided.

SUBSTANCE ABUSE AWARENESS PROGRAM Youth Services continued to offer a structured 15-hour Substance Abuse Awareness Program (SAAP) for drug/alcohol-involved youth. This service provided an assessment of current substance use, intervention, education for youth and their families, and counseling services to support healthy choices. All participants and their parents attended an Alcoholics Anonymous (AA) meeting to assist in transmitting the message that drugs and alcohol can negatively impact any person without regard to age, gender, or economic status. Participants complete an evaluation at the conclusion of the program, 3 months after their completion, and then at 6 months after the program (each of these is helpful in

evaluating the immediate and long-term impact of this program). Learn more about the SAAP Program at www.needhamma.gov/youth/saap.

LOSS PROGRAM This 90-minute workshop was facilitated for all freshmen in small group/class settings at Needham High School in collaboration with the Health and Wellness Department. In the workshop, information was provided about ways loss and grief affect our lives. Students were provided with opportunities to learn more about healthy and unhealthy ways to handle reactions to loss, and were also given opportunities to learn helpful strategies for adapting to life after a loss. Importantly, students also learned how they can help others dealing with loss. This year's workshops reached over 350 students and participants completed an evaluations after the workshop (a compilation of recent evaluations is available at www.needhamma.gov/youth/loss).

PICTURE PERFECT Picture Perfect was a workshop for all 7th graders at Pollard Middle School that investigated the issue of how the media portrays gender roles and appearance, and explored how this can negatively impact how youth feel about themselves. This program was well received and has been in operation for twelve years at the middle school. In FY 2014, over 350 youth participated in this program. Learn more about Picture Perfect at www.needhamma.gov/youth/pictureperfect.

RAY OF HOPE PROGRA: RAY (Recognize A Youth) was established by Needham Youth Services 17 years ago in an effort to acknowledge the outstanding service and positive contributions that young people are making to the Needham community. Working in collaboration with the Needham Business Association, a young person was selected each month as the RAY of Hope recipient and was awarded a certificate from Youth Services and a check from a member of the Needham Business Association. The RAY of Hope program acknowledged youth and their role in making the Needham community a special place to live. Learn more about the RAY of Hope Program at www.needhamma.gov/youth/rayofhope.

TEEN DATING VIOLENCE PROGRAM Youth Services has provided seminars on Teen Dating Violence for all 9th graders at Needham High School for the past 13 years. These seminars were designed to teach the unique aspects of Teen Dating Violence, how to recognize the warning signs, and ways to access community supports. Participants completed an evaluation of the program itself as well as a survey of their involvement in or knowledge of teen dating violence situations in their lives. Over the past year, over 350 youth were involved in this program. Learn more about the Teen Dating Violence Program at www.needhamma.gov/youth/tdv.

PATRICK FORDE GOOD PERSON MEMORIAL AWARD In 2005, Needham resident and community activist Patrick Forde passed away unexpectedly at the age of 51. Patrick was a person who cared deeply about Needham and about youth and families. In an effort to honor Patrick, this award, now in its 9th year, is given annually to a Needham resident who has helped

make Needham a better place to live through his/her volunteer work and commitment. This award is recognition that through volunteerism and caring, each person in our community is able to enhance Needham. This year's recipient was Steve Blomberg for his work with Needham youth. Over 100 people attended this year's award ceremony honoring Bob, and to learn more about the Forde Award, visit the website at www.needhamma.gov/youth/fordeaward.

EMPLOYMENT AND VOLUNTEER PROGRAMS The Employment Program consisted of two primary services: 1) Youth were linked with residents and provided around-the-home support in the form of babysitting, yard-work, snow removal and more; and 2) Youth investigated employment opportunities in local businesses such as offices, restaurants, etc. Additionally, the Volunteer Resource Listing was maintained to inform youth of area volunteer opportunities. In FY 2014 these programs fielded 376 inquiries. Learn more about the Employment and Volunteer Programs at www.needhamma.gov/youth/employment.

PEER TUTOR PROGRAM This program matched high school students with middle and elementary school students in need of academic or organizational/study skills assistance. Needham Youth Services' role consisted of outreach to potential participants, training of high school tutors, monitoring weekly tutoring sessions, providing support if problems occurred, and facilitating communication between tutor and participant families. Over the past year, Peer Tutor Program volunteers provided 1,350 hours of support to younger students. Learn more about the Peer Tutor Program at www.needhamma.gov/youth/peertutor.

NEEDHAM UNPLUGGED The 13th annual Needham Unplugged was an awareness campaign to remind families and residents to "unplug their electronics" and "plug into" each other. "Unplugged" was a reminder that there is more to life than what is on the other side of a plug. A calendar for the month of March outlined activities that did NOT require electricity and emphasized person-to-person interaction and health. The centerpiece of this year's "unplugged" was the no-homework, no sports, and no meeting night for the Needham Public Schools, and there were no town meetings and virtually no civic, religious, or community meetings took place in Needham. Many area towns such as Newton, Belmont, and Holliston were impressed enough to replicate this program in their community. Other special days included "Phone Free Friday," "E-mail Free Friday," "Text Free Tuesday," and a day of no Social Networking. Special thanks to partners at the Needham Park and Recreation Department and the Charles River YMCA, Needham Board of Selectmen, and to the Needham Public Schools for their support. Learn more about Needham Unplugged at www.needhamma.gov/youth/needhamunplugged.

GRADUATE/UNDERGRADUATE INTERNSHIP PROGRAM In FY 2014, Needham Youth Services welcomed a clinical intern from the Boston College Graduate Program in Counseling Psychology who provided individual, family, and group counseling services as well as extensive work on the Peer Tutor Program. In addition, the Summer College Internship Program provided

support for summer programs as well as essential preparation for fall programs. Over the course of the past year, interns provided 981 hours of free service to the Needham community. Learn more about the Graduate and Undergraduate Internship Programs at www.needhamma.gov/youth/internship.

MAKE A STATEMENT DAY This program was created and implemented at Needham High School for students and staff nine (9) years ago. Aimed at promoting diversity, acceptance, and understanding by creating an opportunity for students and staff to communicate about issues of importance to them, students and staff created and wore t-shirts with quotes, statistics, and/or statements about meaningful issues in order to raise awareness and have a voice. Now a well established and popular program at the high school, over 900 students and staff participated in this event this past year. Learn more about Make A Statement Day at www.needhamma.gov/youth/masd.

PROJECT VAN (Volunteers Around Needham): VAN offered youth ages 13 to 17 the opportunity to work as part of a team providing valuable community service to non-profit organizations in Needham. Sites included Charles River Center, Needham Park and Recreation Department, Needham Community Council, Needham Public Library, Needham Council on Aging, Needham Housing Authority, Needham Parks and Forestry, and Wingate at Needham. At the conclusion of each program day, participants completed an evaluation of their experience. Project VAN is generously supported by the Needham Community Council. VAN participants provided more than 400 hours of volunteer services over the past summer. Learn more about Project VAN at www.needhamma.gov/youth/projectvan.

DIVERSION/RESTITUTION PROGRAM In conjunction with the Needham Police Department and the Dedham District Court, Needham Youth Services continued to offer youth who have committed minor violations of the law the opportunity to participate in community service work in lieu of further court action and/or fines. Youth Services' role was to work with offenders and their families to identify the motivations for their behavior, to provide support as required, and to oversee the placement and completion of community service. In the past year, participating youth completed assignments at the Needham Public Library and other town departments. In FY 2014 Needham Youth Services supervised over 145 hours of community service. Learn more about the Diversion/Restitution Program at www.needhamma.gov/youth/diversion.

SEMINARS/WORKSHOPS/PRESENTATIONS Needham Youth Services designed and facilitated numerous trainings in the past year including one for new Needham Public School Staff, Babysitter Training Seminars, the Middle School Parenting Conference presentations at

the schools and in the community, and many others. In FY 2014 Needham Youth Services worked with a total of 2,971 youth, parents, and professionals in seminars and/or workshops. For a listing of presentation over the past year, visit the Parent Presentation webpage at www.needhamma.gov/youth/parentpresentations.

PARTNERSHIPS In recent years Needham Youth Services has received grants and/or donations from the following organizations: Needham Community Council, Tolman Trust Fund, Rotary Club of Needham Women's Club, Exchange Club of Needham, Middlesex Savings Bank, and many more local businesses, and private citizens. Needham Youth Services devoted considerable time working with the larger community and over the past year collaborated with groups/businesses such as:

- Charles River Center
- Marks Moving and Storage
- Lisa's Boutique
- Needham Business Association
- Needham Clergy Association
- Needham Coalition for Suicide Prevention
- Needham Coalition for Youth Substance Abuse Prevention
- Needham Domestic Violence Action Committee
- Needham Exchange Club
- Needham Housing Authority
- Needham Park and Recreation
- Needham Parks and Forestry
- Needham Public Library
- Needham Public Schools
- Needham Women's Club
- Needham Community Council
- Needham Council on Aging
- Youth Resource Network
- Project Interface
- Regional Center for Healthy Communities
- Riverside Community Care
- Rotary Club of Needham
- School Health Advisory Council
- Wingate at Needham
- YMCA - Charles River Branch

PUBLICATIONS Needham Youth Services created and/or distributed many original publications in FY 2014 such as those listed below (learn more at www.needhamma.gov/youth/publications).

- Needham Youth Card
- Parent Guide to Teen Parties
- Information on Suicide
- Parenting Literature
- Safe Surf: Internet Safety for Middle School Youth and their Parents

Senior Compass

The Center at The Heights • 300 Hillside Avenue • Needham Heights, MA 02494-1316 • Phone 781-455-7555 • Fax 781-444-1373 • www.needhamma.gov

Newsletter printed & mailed by Friends of The Center at The Heights, Inc.

PUBLIC WORKS

GARAGE, SNOW DISPATCH, STORAGE – 470 DEDHAM AVENUE

WATER BUILDING – 500 DEDHAM AVENUE

PUBLIC SERVICES ADMINISTRATION BUILDING
500 DEDHAM AVENUE

DEPARTMENT OF PUBLIC WORKS

PUBLIC WORKS DEPARTMENT
Back Row – Left to Right
William F. Stockwell, Fleet Supervisor
Greg M. Smith, RTS Superintendent
Robert A. Lewis, Assistant Director
Richard P. Merson, Director
Vincent R. Roy, Water, Sewer & Drain Superintendent
Rhainhardt F. Hoyland, Highway Superintendent
Front Row – Left to Right
Anthony L. Del Gaizo, Town Engineer
Carys Lustig, Administration Supervisor
Edward Olsen, Parks & Forestry Superintendent

PURPOSE

The Department of Public Works promotes programs necessary for asset management and the preservation of infrastructure in order to provide for the health, safety, welfare, and convenience expected by the community for a high standard of living and good quality of life. The function of Public Works includes rendering services to all citizens in the areas of highway maintenance and construction; removing snow; supplying and distributing water; constructing and maintaining sewer and storm water; solid waste disposal and recycling; parks and forestry maintenance. The Department provides its own administration, engineering and equipment maintenance.

FY2014 HIGHLIGHTS

- In March 2014 hired William Stockwell as the new Fleet Supervisor.
- In January 2015 hired Greg Smith as the new Recycling & Transfer Station (RTS) Superintendent
- The Department continues use of the Commonwealth Connect work order system, which allows residents to report their issues directly to the Town via a smart phone application or the Town's website and allows the Town to communicate updates to residents of projects that they are undertaking.
- Recycled 3,771 tons of materials including 1,960 tons newspaper and mixed paper, including phone books and magazines; 2,184 tons of commingle containers, including glass, aluminum and tin cans, milk & juice cartons, plastic food & beverage containers, and 438 tons of cardboard.
- Disposed of 7,959 tons of non-recyclable materials at Wheelabrator Millbury (Waste-to-Energy Plant).
- The recycling rate for materials dropped off in the main residential drop-off area (non-recyclable waste in yellow PAYT trash bags and recyclable paper, cardboard and containers) was 27%. The overall recycling rate for all materials collected at the RTS (which includes non-recyclable waste from commercial, municipal, and school facilities, bulky items and clean-outs and recyclable and reusable materials including scrap metal, e-waste, textiles, etc.) was 31%.

- Captured 230 tons of metal and 6 tons of tires for recycling.
- Removed 18 cubic yard boxes containing oil-based paint (est. 6.21 tons) and 1,855 gallons of waste oil and anti-freeze from the waste stream.
- Collected 153 tons of textiles and small household goods for donation to Goodwill & Red Cross.
- Composted 8,671 tons of yard waste and 603 tons of food waste.
- Removed 54 tons of E-Waste from the waste stream including computer monitors & televisions with cathode ray tubes (CRTs) which are banned from the waste stream under the Massachusetts Department of Environmental Protection's (MassDEP) waste ban regulations.
- Diverted from the waste stream 41 tons of devices that contain mercury and other metals such as mercury thermostats & thermometers, rechargeable batteries (lithium & nicad), and fluorescent light tubes. Removed freon from 468 appliances (i.e. refrigerators, air conditioners); and recycled 4,000 lbs of lead acid batteries.
- Performed 87 waste load inspections of vehicles on tipping floor.
- Sold 8,698 Disposal Area user stickers of which 5,589 were residential, 2,551 were senior, 76 were commercial, 44 were additional, 390 were replacement and 42 were weekly passes.
- The recycling program at schools & public buildings captured 115 tons of materials for recycling, recycling 27% of their total waste.
- The October Household Hazardous Waste Collection Day was attended by 152 vehicles & the RTS was open for four Sunday afternoons in November for leaf collection.
- Continue the repair and preservation of the Town's 123 miles of roadways including 5.50 miles of asphalt paving; 5,352 gallons of rubberized crackseal; & adjusted and repaired 435 driveway aprons.
- Repaired 72,400 feet of grass berms; installed 4,260 feet of granite curb & 60,350 feet of asphalt curb.
- Continue the preservation of the Town's 180 miles of sidewalks, including the reconstruction of 24 handicap ramps and repaired 3.40 miles of sidewalks.
- Continue to upgrade and maintain the Town's 27 signalized intersections.
- Completed the LED lighting upgrades, including the upgrade of 4 Accessible Pedestrian Signal per Manual on Uniform Traffic Control Devices (MUTCD)
- Continue to improve the Snow & Ice Program to provide the best service to the Town through equipment upgrade, use of corrosive inhibited anti-icing chemical, employee training and tactical improvements, and re-design of traditional snowplow routes.
- Purchased 9 pieces of replacement equipment – 1 pick-up truck, 2 dump trucks, 2 material spreaders, 1 sidewalk tractor, 2 passenger vehicles, and 1 riding mower.
- Inspected 585 Street/Sidewalk Occupancy and Excavation Permits.
- Completed 54 project reviews for the Planning Board and 5 project reviews for Zoning Board of Appeals.
- Completed 10 Traffic Count Studies and prepared 8 Traffic Regulations.
- Completed 966 project reviews for the Building Department.
- Completed Second Ave at Highland Avenue intersection traffic study and redesign for Highland Ave Corridor Planning.
- Completed construction for Lincoln Street and Grant Street water main replacement.

- Completed construction of the Forest Street/Central Avenue intersection improvement project.
- Continued the study and monitoring of the Central Avenue Bridge.
- Continued the Town Wide Sewer Inflow/Infiltration (I/I) Study.
- Completed the construction of Bradford and Manning Streets water quality and drainage improvements.
- Continued construction of Sewer Inflow/Infiltration (I/I) Repairs for various areas.
- Continued construction of Chestnut Street at Oak Street water main replacement.
- Completed construction of the Kendrick Street Sewer Main replacement.
- Completed the construction of Reservoir B Sewer Pump Station replacement project.
- Completed design & construction of Chestnut/Lincoln Streets and Lincoln/School Streets parking lots.
- Continued the design of the Mills Field improvements.
- Continued with Downtown Streetscape conceptual designs.
- Responded to 227 Parks & Forestry Division work requests.
- Needham recognized as Tree City USA for 19th year.
- The 2014 Arbor Day activities included the planting of 4 Maple trees with the students at Broadmeadow Elementary School.

ARBOR DAY 5-2-14 at Broadmeadow Elementary School

FORESTRY

Tree Removals and Stumping

FY12 = 64 trees

FY13 = 55 trees

FY14 = 91 trees

Tree Pruning Hours

FY12 = 1,425 hrs
FY13 = 1,684 hrs
FY14 = 1,736 hrs

Roadside Brush Removal and Flail Mowing

FY12 = 1,744 hrs
FY13 = 1,544 hrs
FY14 = 2,196 hrs

Tree Planting

FY12 = 300 Arbor Day seedling + 120 trees on streets and parks + nursery: 50 trees
FY13 = 300 Arbor Day seedling + 97 trees on streets and parks + nursery: 50 trees
FY14 = 200 Arbor Day seedling + 159 trees on streets and parks + nursery: 135 trees

PARK AND RECREATION, MEMORIAL PARK, SCHOOL GROUNDS

Athletic Field Acres Fertilized

FY12 = 25 acres (5 applications) + 47 acres (2 applications)
FY13 = 25 acres (5 applications) + 47 acres (2 applications)
FY14 = 28 acres (6 applications) + 47 acres (2 applications)

Athletic Field Acres Aerated

FY12 = 29.00 acres – (once), 27 acres – 2 applications
FY13 = 29.00 acres – (once), 27 acres – 2 applications
FY14 = 30 acres – (once), 28 acres – 2 applications

Over-seeding

FY12 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once)
FY13 = 3 fields (thrice) + 6 fields (twice) + 3 fields (once)
FY14 = 4 fields (thrice) + 6 fields (twice) + 4 fields (once)

Diamond Work

FY12 = 1,232 hrs
FY13 = 1,376 hrs
FY14 = 1,224 hrs

Mowing Hours

FY12 = 4,050 hrs
FY13 = 3,768 hrs
FY14 = 3,816 hrs

PUBLIC FACILITIES

SECTION CONTENTS:

- Public Facilities – Construction
- Public Facilities – Operations

DEPARTMENT OF PUBLIC FACILITIES – CONSTRUCTION

PERMANENT PUBLIC BUILDING COMMITTEE

George Kent, Chairman
Stuart Chandler
Natasha Espada
John Keene
Paul Salamone
Roy Schifilliti
Irwin Silverstein

DEPARTMENT STAFF

Steven Popper, Director of Design & Construction
Hank Haff, Project Manager
Phaldie Taliep, Project Manager
Kathryn Copley, Administrative Specialist

PURPOSE

The Public Facilities Department – Construction Division provides support for the Permanent Public Building Committee (PPBC) and helps advise and support the Town Manager on Facility construction, planning and operational needs. Town owned building projects with a total cost of $500,000 or more that involve construction, reconstruction, enlargement, or alteration are assigned to PPBC to oversee, unless the Committee defers jurisdiction in the instance where a project includes little or no actual building construction, or where there are extenuating circumstances as to the nature of the project.

The Permanent Public Building Committee ("PPBC") was formed in June 1996 with seven members who were appointed to be responsible for overseeing the construction, reconstruction, enlargement, or alteration to buildings owned by the Town or constructed on land owned, leased or operated by the Town having a total project cost of $500,000 or more. The PPBC is responsible for working with the individual user agencies as the need for a project, and/or a feasibility study, becomes established.

In 1998 the Town hired a Building Construction and Renovation Manager to work on the projects. In 2006 this position was restructured and is now under the Public Facilities Department umbrella -Construction Division as the Director of Design and Construction. There are currently two project managers on the staff.

FY2014 HIGHLIGHTS

The following is a summary of completed or ongoing projects the PPBC has supervised during the 2014 fiscal year (July 2013 to June 2014). These projects were initiated during the period of 2009 thru 2014 fiscal years.

Project Name: Town Hall Renovation
Project Status: Complete
Authorization: $19,155,746
Budget Status: On Budget
Architect: McGinley Kalsow & Associates, Inc.
Owners Project Mgr: Public Facilities - Construction

At the 2008 Annual Town Meeting, Article 25: Appropriate for CPA-Town Hall Historic Preservation Design, was approved. Design of the Town Hall was awarded thru design selection to McGinley Kalsow & Associates of Cambridge, MA.

Authorization of construction funds in the amount of $18.155 million occurred at the Annual Town Meeting in May 2009 with the approval of Article 35. Construction documents were prepared and the project went out to bid in November 2009.

Construction started in March of 2010. The project reached substantial completions during September 2011 and Town Hall staff moved back into the building over the Columbus Day weekend. They were open for business on October 11, 2011.

Various post construction issues have been resolved: indoor air quality in the Health Suite, the new addition glass door water infiltration and the Garrity Way front door replacement.

Project Name:	New Senior Center Construction
Project Status:	Complete
Authorization:	$8,075,000
Budget Status:	On Budget
Architect:	Bargmann Hendrie + Archetype, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Colantonio, Inc.

At the November 2011 Special Town Meeting, Article 14: Appropriate for New Senior Center, was approved in the amount of $8,075,000 for a senior center to be located on MBTA land adjacent to the Needham Heights train station. This land was acquired by the Town in a swap transferring Town owned property at the Hersey train station. Design of the Senior Center Study was awarded thru design selection to Bargmann Hendrie + Archetype, Inc.

Colantonio, Inc. was awarded the construction contract in January 2012 and the ground breaking ceremony was held in April 2012. Substantial Completion was achieved October 11, 2013 with the final Certificate of Occupation received on October 21, 2013. The move into the building occurred over the Columbus Day weekend.

Project Name:	DPW Complex Renovations/Storage Bays
Project Status:	Complete
Authorization:	$1,140,000 total
Budget Status:	On Budget
Engineer:	Weston & Sampson Engineers, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Seaver Construction, Inc.

At the May 2012 Annual Town Meeting, Article 34: Appropriate for DPW Complex Renovations, was approved in the total amount of $40,000 for feasibility and design services. The design of the DPW Garage was awarded thru design selection to Weston & Sampson Engineers, Inc.

At the May 2013 Annual Town Meeting Article 13: Appropriate for DPW Complex Renovations was approved in the total amount of $1,100,000 for preparation of construction documents and construction.

Bid documents were complete by October 2013, the construction contract was awarded in November to Seaver Construction, Inc. and construction began in December 2013. Substantial completion was reached on May 28, 2014 and the Certificate of Occupancy on June 13, 2014.

Project Name:	Pollard Boiler Replacement
Project Status:	Complete
Authorization:	$855,000 total
Budget Status:	On Budget
Architect:	Shekar & Associates, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Aalanco Systems Corp.

At the October 2012 Special Town Meeting, Article 13: Appropriate for Pollard School Boiler Design, was approved in the total amount of $55,000.00. The study was awarded thru design selection process to Shekar & Associates.

At the May 2013 Annual Town Meeting Article 40: Appropriate for Pollard School Boiler Replacement was approved in the total amount of $800,000 for preparation of construction documents and construction. The project went out for bid in April 2013 and the contract was awarded to Aalanco Systems Corporation in May. Replacement of the boilers started at the end of the school year in June and was substantially complete by October 16, 2013. This did not delay the start of the school year in September.

On January 23, 2014 a rebate check in the amount of $26,600 arrived from Northeast Utilities Service Co.

Project Name:	St Mary Street Pump Station
Project Status:	Ongoing
Authorization:	$5,915,100 total
Budget Status:	On Budget
Engineer:	BETA Group
Owners Project Mgr:	Camp Dresser & McKee Smith, Inc.
Contractor:	Waterline Industries, Inc.

At the May 2012 Annual Town Meeting, Article 37: Appropriate for Water Enterprise Fund Cash Capital, was approved out of which a total amount of $350,000 was designated for Fire Flow Improvements. The improvement is for the St Mary Street Pump Station. The project management was awarded thru design selection to Camp Dresser & McKee Smith, Inc. and the design was awarded to BETA Group.

At the May 2013 Annual Town meeting Article 47: Appropriate for St. Mary Street Pump Station was approved in the total amount of $5,565,100 for preparation of construction documents and construction.

The construction contract was awarded to Waterline Industries in December 2013 and construction began in April 2014. It is anticipated that construction will be complete in August 2015.

Project Name:	Salt Shed Construction
Project Status:	Complete
Authorization:	$1,913,000 total

Budget Status:	On Budget
Engineer:	Weston & Sampson Engineers, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Construction Dynamics, Inc.

At the October 2012 Special Town Meeting, Article 15: Appropriate for Salt Shed Construction, was approved in the total amount of $1,913,000.00. The new Salt Storage Shed will be located at the Recycle and Transfer Station on Central Avenue and will replaced the one currently located on Dedham Avenue.

Weston & Sampson was awarded the original study thru design selection and continued thru construction. The project went out to bid in April 2013. The contract was awarded to Construction Dynamics, Inc. in May and construction started in June. The Certificate of Completion was received on December 16, 2013.

The design and construction of the project was funded through Chapter 90 funds. Site remediation measures are not reimbursable thru Chapter 90 funds.

Project Name:	RTS Soil Remediation
Project Status:	Ongoing
Authorization:	$400,000 total
Budget Status:	On Budget
Engineer:	Weston & Sampson Engineers, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Construction Dynamics, Inc.

At the October 2012 Special Town Meeting, Article 16: Appropriate for RTS Remediation, was approved in the total amount of $400,000.00. Weston & Sampson was awarded the original study for the Salt Shed relocation thru design selection and oversees the RTS Remediation. The project went out to bid in April 2013. The contractor is Construction Dynamics, Inc. The construction of the Salt Shed is complete and the Certificate of Completion was received on December 16, 2013.

Remediation monitoring is ongoing as a term of condition to the RAM plan. All of the wells have to test within the accepted reporting limits for a minimum of a year before testing can cease and the final report prepared, and approved by the DEP.

Project Name:	Rosemary Pool Feasibility Study
Project Status:	Complete
Authorization:	$69,000 total
Budget Status:	On Budget
Architect:	Weston & Sampson Engineers, Inc.
Owners Project Mgr:	Public Facilities – Construction

At the May 2000 Annual Town Meeting, Article 63: Appropriate for Rosemary Pool Renovation Design, was approved in the total amount of $100,000. A total of $69,000 is available for this

current study. The study includes evaluating the options at the Rosemary site for maintaining swimming and/or other recreational activities and is driven by the fact that a DEP permit allowing the current facility to operate will expire in 2018.

Weston & Sampson was awarded the original study thru design selection. The study was completed in the fall of 2013 and the final report was issued in January 2014.

Project Name:	Facility Master Plan Study
Project Status:	Ongoing
Authorization:	$150,000 total
Budget Status:	On Budget
Architect:	HKT Architects, Inc.
Owners Project Mgr:	Public Facilities – Construction

At the May 2013 Annual Town Meeting, Article 6: Appropriate for Facility Master Plan Study, was approved in the total amount of $150,000.00. This funds a follow-up study to the previous Master Plan Study done in 2007. The overall objective of the study is to build on the available information which the Town has obtained through prior facility and building studies to determine the near and long term facility needs of the Town. It will be a facilities guideline for a twenty year timeframe. Information from the Master Plan Study will be used as input to the Capital Improvement Plan which guides the fiscal planning for the Town.

HKT Architects was awarded the study thru designer selection. It is anticipated that the study will be complete in December 2014.

Project Name:	Mitchell Elementary School Modular Classrooms
Project Status:	Ongoing
Authorization:	$2,753,536 total
Budget Status:	On Budget
Architect:	Dore & Whittier Architects, Inc.
Owners Project Mgr:	Public Facilities – Construction
Contractor:	Triumph Modular, Inc.

The School Department funded a Feasibility/Schematic Design Study for the Modular Classrooms at Mitchell School in the amount of $24,260. Dore & Whittier Architects was selected to perform the study thru designer selection.

At the November 2013 Special Town Meeting, Article 1: Appropriate for Modular Classrooms at Mitchell School, was approved in the amount of $2,729,276. The addition of modular classrooms at the Mitchell Elementary School will relieve overcrowding until such time as the school is renovated. Dore & Whittier Architects was again selected thru designer selection in February 2014 and continues as architect thru completion of the project.

The project went out for bid in February of 2014. Triumph Modular, Inc. was awarded the contract. The project is anticipated to be complete in August 2014 and will be occupied by the school at the start of the 2014-2015 school year.

Project Name:	Hillside Elementary School Feasibility Study
Project Status:	Ongoing
Authorization:	$650,000
Budget Status:	On Budget
Architect:	TBD
Owners Project Mgr:	TBD
Contractor:	TBD

At the November 2013 Special Town Meeting, Article 2: Appropriate for Feasibility Study/Hillside School, was approved in the amount of $650,000.

A statement of interest was submitted to the MSBA in April 2013. The project was approved for the eligible school projects by MSBA in December 2013. Certifications were compiled during the spring for submission for Feasibility Study approval.

It is anticipated that the Town OPM will be approved by the MSBA for the Feasibility Study in the fall of 2014, and the Architect will be selected through Designer Selection with the MSBA in early 2015.

SOLAR PROJECT

The Public Facilities Department – Construction Division continued to facilitate the Needham Solar project at the RTS Capped Landfill, working as Project Manager with the Solar Energy Exploratory Committee (SEEC), and the Town Manager. Grant funding for Owner's Agent Technical Assistance was applied for in September 2013 and received in October to supplement town funding for the Owner's Agent. Six Solar Warrant articles were drafted and then approved by November 2013 Town Meeting. An RFP was issued in September 2013 for Energy Management Services for Solar Photovoltaic Installations. Eleven companies responded in October 2013 and four companies were shortlisted and interviewed. Brightfields Development, LLC was selected with a design that proposed a 3.7 MW DC installation creating around 4,800,000kWH/year. The 20-year EMSC was signed in April 2014, and the developer is seeking financing, preparing Planning Permit documents, DEP permits, and Interconnection permits. Construction and operation is anticipated to commence in 2015.

LOOKING FORWARD

Upcoming future projects may include construction of a new Hillside Elementary School, expansion at the High School as a measure to relieve overcrowding, the next step for Rosemary Pool, relocation of all or part of the DPW facilities at 470 Dedham Avenue and renovation of the Police/Fire Department building on Chestnut Street.

The Permanent Public Building Committee is challenged by the enormously important and complex projects that have been appropriated by the Town. Successful and timely execution of these projects is essential to satisfying full integration within the Towns infrastructure.

DEPARTMENT OF PUBLIC FACILITIES - OPERATIONS

Chip Laffey, Director of Facility Operations
Wayne Whisler, Facility Operations Shift Supervisor
Andrew Hall, Facility Operations Shift Supervisor
Stephanie Maloney, Administrative Analyst
Antoinette Poness, Department Specialist
Niki Rumbos, Department Assistant

PURPOSE

The Public Facilities Department, Operations Division identifies, plans for, coordinates, and executes routine daily maintenance and custodial care of all Town buildings. In addition, the Department formulates long-range building related capital needs, including cost estimates and feasibility assessments, for planning purposes.

The Spring 2006 Annual Town Meeting created the Department of Public Facilities under the direction of the Town Manager. The new department was preceded by the Municipal Building Maintenance Board which has been in existence since 1995.

Buildings cared for and maintained by the Public Facilities Department include: Town Hall, Public Safety Building, Fire Station #2, Public Library, DPW Main Building, Public Services Administration Building, Charles River Water Treatment Facility, Ridge Hill Reservation (three buildings), Carleton Pavilion, Center at the Heights (Council on Aging), Memorial Park Fieldhouse, Needham High School, Pollard Middle School, Newman Elementary School, Broadmeadow Elementary School, Eliot Elementary School, Mitchell Elementary School, Hillside Elementary School, High Rock School, Emery Grover School Administration Building, and the Daley Maintenance Building.

FY2014 HIGHLIGHTS

Public Safety Building

- Removed 4,000 gallon underground storage gasoline tank
- Installed new aquastat in the water heater
- Replaced stained and broken ceiling tiles throughout building
- Re-anchored seven handrails

Fire Station #2

- Replaced circulator pump in boiler

Broadmeadow Elementary School

- Upgraded lighting by replacing all light
- switches with occupancy motion senor
- lights
- Replaced VCT flooring throughout
- building in corridors and classrooms
- Replaced ignition controls on two boilers
- Installed door access control systems on
- various doors

Eliot Elementary School

- Programmed boiler controls for energy efficiency and wired into building management system
- Installed two door access control systems
- Replaced chain link fence along the driveway
- Installed new thermal expansion tank for the boiler

Hillside Elementary School

- Installed Insulation above ceiling and replaced ceiling tiles in Modular hallways
- Installed art work in Media Center
- Installed new floor tiles in Modular room 221 and hallway
- Replaced outdoor lights in parking lot and around loading dock with induction lighting
- Installed drying rack in kindergarten room 2
- Installed lexan on stairwell next to media center in order to close gaps for safety reasons
- Installed door access system on exterior door to the playground

Mitchell Elementary School

- Removed and replaced insulation in the boiler room including asbestos abatement
- Upgraded electrical for kitchen in order to install and wire new range and steamer
- Installed new chain link fence in courtyard
- Replaced boiler burners with natural gas units
- Installed gas fired domestic hot water heater

Newman Elementary School

- Programmed the automation of two boilers for the permitting and HVAC activation of the building management system

Pollard Middle School

- Replaced telephone system
- Replaced VCT floor tiles in room 100
- Programmed and connected two domestic hot water pumps to the building automation and time scheduling system
- Installed two door access systems
- Replaced handrail near loading dock
- Installed wall in room 227 to sub-divide room
- Replaced all water cooler fountains

High School

- Cleaned duct work in C and D Buildings
- Repaired exterior doors and upgraded hardware on doors
- Installed/mounted plaque in main lobby
- Upgraded existing CCTV monitoring system
- Converted existing copy room into the new conference room
- Built two separate office spaces within the Guidance Suite
- Installed two security cameras outside near loading dock area
- Replaced damaged gutters and downspouts
- Removed and replaced nine exterior concrete ramps in order to make ramps ADA compatible
- Replaced VCT flooring in rooms 608 and 608A
- Installed door access system on door 15
- Removed and upgraded hardware on twelve exterior doors
- Replaced hot water heater with domestic gas-fired hot water heater
- Upgraded heating controls on boiler

High Rock – 6th Grade Center

- Installed electric latch retraction kit on door

Emery Grover – School Administration

- Painted hallways and office areas
- Repaired brick archway on east side and west side of building
- Replaced deteriorated metal cornice on fascia of roof
- Replaced exterior lights with LED lights
- Installed base cabinet, countertop and wall cabinets for the break room
- Replaced all exterior window blinds
- Installed awning to protect against falling ice/snow from roof

DPW

- Replaced shower valves in men's bathroom
- Installed motion detection switches in the upstairs hallway, break room and bathrooms
- Replaced leaking expansion tank
- Added outdoor lighting for garage area

Transfer Station

- Replaced eight roof mounted exhaust fans
- Installed new VCT flooring
- Repaired center column in main garage
- Replaced exterior and interior lights with induction lights and LED lights

Library

- Replaced handicap door operator
- Repaired stone wall along Rosemary Street
- Repaired book drop door
- Painted exterior of front entrance on
- Highland Ave side
- Installed lettering for names on glass
- balustrades

Memorial Park

- Installed new gas furnace

Town Hall

- Repaired auditorium columns in Powers Hall
- Repaired damaged wood on stage and balcony in Powers Hall
- Replaced circulator pump #2
- Applied lettering to front entrance

Center at the Heights

- Installed new AED holders

COMMUNITY SERVICES

SECTION CONTENTS:

- Commission on Disabilities
- Community Preservation Committee
- Golf Club Advisory Committee
- Human Rights Committee
- Needham Historical Commission
- Needham Free Public Library
- Needham Housing Authority
- Park and Recreation

COMMISSION ON DISABILITIES

Elaine Saunders, co-chair
Jeanie Martin, co-chair
Susan Crowell, secretary
Leon Foster
Debbi Heller
Bruce Howell
Karen Peirce, treasurer and ADA liaison
Andy Wise
Dale Wise
Patrice Snellings, Liaison from School Committee
Paul Spooner, consultant from MetroWest Center for Independent Living
Karl Harmon, Needham Police Department Community Service Officer

The Needham Commission on Disabilities (NCOD) meets on the third Tuesday of the month except for the months of July, August and December with the following membership: 9 members; a majority of whom are disabled; one of whom must be a family member of a person with a disability; and one of whom must be an appointed town employee, and other interested Needham residents.

PURPOSE

- To advise municipal officials, public and private agencies, and other individuals to ensure compliance with federal, state and local disability laws.
- To promote full integration of persons with disabilities into the community.
- To provide information, referrals, and technical assistance to individuals, businesses and organizations in all matters pertaining to disability issues.
- To participate in a variety of forums and media events to develop public awareness of persons with disabilities, and compliance with the Americans with Disabilities Act (ADA).
- To award grants to community based organizations that increase awareness of and educate persons about disabilities, and that help persons with disabilities participate more fully in programs and activities in Needham.

BUDGET

Printing paper, stationary, additional file cabinet	$400
Handicapped parking signs specific for VAN	$100
Attendance and travel to trade shows and special ADA events and access monitoring training.	$50
TOTAL	**$550**

HANDICAPPED PARKING FUND

Assisted Listening Devices for Town Departments	$1119.60

Audio books for the library	$750.00
Handicapped parking signs with new logo	$231.60
TOTAL	**$2101.20**

FY2014 HIGHLIGHTS

- Worked in conjunction with the Metro West Center for Independent Living in Framingham and the Massachusetts Office on Disability on all legal and technical matters pertaining to the disabled.
- Met with architects and representatives of the Carter Memorial United Methodist Church and the Congregational Church of Needham regarding proposed variances to existing church property. NCOD sent follow-up letters to AAB regarding our position on these variances.
- Received and reviewed documents from the Massachusetts Architectural Access Board and the Department of Public Safety regarding rulings on code violations and variance requests, including 1410 Highland Avenue, Carter Memorial United Methodist Church and the Congregational Church of Needham.
- Advised town officials and local businesses regarding the number and dimensions of handicapped parking spaces and of proper signage required for HP spaces in order to ensure compliance with ADA and the AAB regulations. Locations included Fuji Steak House, Knights of Columbus, 1410 Highland Avenue, Antoine's Cleaners, the Tobin School, the Christian Science Church and the Needham Public Library.
- Advised town officials and the Needham Police about the necessity of providing and maintaining audible traffic signals at pertinent crosswalks in Needham including making a change to ensure that there are two distinct sounds at neighboring audible traffic signals in the center of town.
- Continued to make available handicapped parking signs that comply with state regulations and town by-laws at a reduced cost to Needham businesses and town departments.
- Adopted a new handicapped icon for parking signs which portrays a more active and empowered person with disabilities.
- Trained two Needham residents who joined a force of trained volunteers that assist the Needham Police by taking photographs of violators of handicapped parking regulations.
- Continued to award grants to individuals and organizations for materials and programs relating to persons with disabilities. (Funds made available from fines accrued from handicapped parking violations.)
- Distributed an NCOD brochure which is available at various town sites and is included in a welcoming packet for Needham newcomers.
- Contacted the Needham School Department and PPBC regarding problems related to accessibility at various locations including the Mitchell School.
- NCOD members made presentations regarding disability issues and worked interactively with Hillside School students and Olin College students to design and develop prototypes of aids for accessibility.
- NCOD members made presentations to Olin College and Eliot School students about Disability Awareness.

- A guest speaker from the Metro West Center for Independent Living presented information to NCOD on disability issues of mutual interest and weekly updates were received from the Disability Policy Consortium.
- Worked with the Massachusetts Office on Disability on proposed changes to state laws and regulations regarding people with disabilities.
- Met with architects and members of the PPBC to perform two site visits and advise them on accessibility issues at the new Council on Aging building.
- Surveyed Town Departments and accepted requests for listening devices to ensure accessibility for hearing impaired at town and community meetings and programs. Devices were made available to 6 Town Departments through the handicapped parking fund grants.
- An NCOD member served as a representative to the Downtown Streetscape Planning Committee to ensure that accessibility issues are addressed including handicapped parking and pedestrian access.
- Remained informed about regulations and issues concerning people with disabilities through subscriptions to publications, newsletters and through the public media.
- Continued to sponsor a weekly presentation on the Needham Cable Channel of the Ablevision program by Project Triangle, which highlights accomplishments of persons with disabilities.

FY2015 FORECAST/GOALS

- To continue to work with the School Administration, Town Engineer, Highway Department, MBMB, PPBC and the Park and Recreation Department in an advisory capacity to ensure compliance with AAB and ADA building codes at schools, playgrounds, private businesses, community based agencies and other municipal buildings as they are renovated.
- To work with Needham Public Housing, its residents and Needham businesses to provide a safe environment and accessibility compliance including ramps, railings, entrances and lighting.
- To continue to inform non-compliant business property owners of regulations regarding proper handicapped parking signage and offer properly worded handicapped parking signs to public and private organizations and businesses at a reduced cost.
- To inform the Needham community about the new handicapped parking icon through print media and cable television.
- To work with the Needham Police to enforce proper usage of handicapped parking spaces through a program that tickets violators.
- To continue to participate in the Downtown Streetscape Committee to promote awareness of disability issues.
- To work with Town of Needham officials to continue to investigate the possibility of providing on-street handicapped parking in Needham. .
- To utilize funds accrued from handicapped parking fines for the specific benefit of the disabled community through the issuing of grants.
- To continue to work with town officials to bring the Town of Needham into compliance with state and federal regulations regarding all accessibility issues.

- To continue to distribute the NCOD brochure.
- To dispense information and to serve as a resource to individuals and entities in the Town of Needham on issues relating to the disabled.
- To continue to facilitate registration of persons with disabilities in the Enhanced 911 program and Emergency Management Program, in conjunction with Needham Town Hall and the Needham Police.
- To encourage Needham citizens to participate in NCOD meetings which are publicly posted and to find an interested person to fill a recent vacancy on the commission.
- For further information about the Needham Commission on Disabilities and about attending a meeting, please call NCOD at (781) 455-7500.

COMMUNITY PRESERVATION COMMITTEE

Members:	***Appointed by:***
Lita Young, Chairman	*Board of Selectmen*
Gary Crossen, Vice Chair	*Board of Selectmen*
Robert Boder	*Historical Commission*
Reg Foster	*Housing Authority*
Mark Gluesing	*Town Moderator*
Peter Oehlkers	*Conservation Commission*
Mike Retzky	*Park and Recreation Commission*
Sam Bass Warner	*Planning Board*
To be named	*Town Moderator*

Staff:
Patricia Carey, Staff Liaison

PURPOSE AND MISSION

Massachusetts General Law (M.G.L.) Chapter 267 of the Acts of 2000, Section 2, defines community preservation as "the acquisition, creation and preservation of open space, the acquisition, creation and preservation of historic structures and landscapes and the creation and preservation of community housing." Needham voted to accept the legislation in November 2004. The Community Preservation Committee is appointed to make recommendations for use of the Community Preservation Fund.

FY2014 ACCOMPLISHMENTS AND ACTIVITIES

- The Needham Community Preservation Fund received its state distribution of $886,498 from the Commonwealth in December 2013, a 52.23% match. The percentage was higher than prior years, due to an additional sum added to the State CPA Fund by the legislator at the conclusion of FY'12. The Town collected $1,799,135 through the local surcharge.
- The Committee held public hearings October, 2013 and in March, 2014, to gather public input on the proposals under review for funding; as well as to provide input towards the updates to the Needham Community Preservation Plan.
- At the November, 2013 Special Town Meeting, and the May, 2014 Annual Town Meeting, the Committee recommended and Town Meeting approved the funding of the following proposals:

$	52,500	Town Clerk	Vital Records Preservation
$	35,000	Town Manager	Design: Memorial Park Improvements
$	45,000	Town Manager	Rail Trail Insurance
$	20,000	Town Manager	Design: Town Common Preservation
$	213,219	Conservation Commission	Ridge Hill Boardwalk

- In addition to funding the proposals at the Annual Town Meeting, and as required by the state legislation, funds were spent or put in reserve for Community Housing and Open Space. The debt service for Town Hall is also paid through CPA funds, meeting the obligation for spending under Historic Resources. Remaining funds, totaling $1,272,117 were placed in the Annual Reserve, for future projects in those categories or Recreation. Approximately, five percent of the revenue was put into the CPA Administrative budget.
- After a year of review, and public input, the Needham Community Preservation Committee's Plan was updated.

STATISTICS

- The Community Preservation Fund has provided financial support to forty-four (44) projects, with a total of $19,936,352.

Community Housing total	$ 1,384,500
Open Space total	$ 2,074,619
Historic Preservation total	$ 15,301,733
Recreation total	$ 1,175,500

NEEDHAM GOLF CLUB ADVISORY COMMITTEE

Daniel Dain, Chair
Roy Cramer
Michael Mahoney
Richard Reilly
Jon Schneider
Mary Grace Summergrad
Steve Carlson

PURPOSE

The Golf Club Advisory Committee members are appointed by the Selectmen to act as a liaison between the Needham Golf Club and the Board of Selectmen. The Committee monitors Club operations to ensure that the Club is operated in accordance with the terms of the Lease with the Town. The Committee also provides a forum for residents to obtain information about the operation of the Club and to resolve any disputes with the Club. The Committee reports to the Board of Selectmen.

The Needham Golf Club is a private non-profit corporation organized in 1923. The Club operates a 9-hole golf course designed by a disciple of Donald Ross. The Club owns approximately 6.7 acres of land fronting on Green Street. The club house, parking lot and ninth green are on land owned by the Club. The remainder of the golf course is on approximately 58.8 acres of land leased from the Town.

The current Lease, approved by Town Meeting in 2008, expires on April 30, 2029, but is subject to the right of the Town to terminate at any time for "any lawful municipal purpose" upon action by the Town Meeting. Under the terms of the Lease, residents have the right to use the golf course for one full weekday, one partial weekday, and one partial weekend day. Greens fees charged are the same fees that members pay for their guests. In addition, the Club accommodates the Needham High School Golf Team and allows use of the premises for winter recreation. The Lease imposes various restrictions on membership including a requirement that 90% of new members must be residents of Needham.

The Golf Club Advisory Committee meets prior to the beginning of the golf season and at the end of the season and holds special meetings if matters arise at other times.

FY2014 HIGHLIGHTS

- The Committee met with Club President Bruce Herman and Club Vice President Kevin McNamara twice during 2014, on April 28 and November 17.
- At the two meetings, the Committee reviewed with the Club's leadership the Club's compliance with the terms of the Lease, including rights of winter recreation, Needham High Golf Team access, and resident days; as well as resident composition of new accepted members and the Club membership, and the prohibition of discrimination on the basis of sex, race, color, creed, sexual orientation, and national origin.
- The Club reported that 83.8 percent of new members for the calendar 2014 season were residents. This is below the 90 percent threshold set forth in Lease section 9.2. The Club received a waiver from the Town Manager under section 9.5.

The Committee also reviewed with the Club whether there had been any issues with the neighborhood during the year. The Club reported infrequent complaints about noise and traffic, but no ongoing issues.

HUMAN RIGHTS COMMITTEE

Abdul Cader Asmal
JoAnne Coffey-McCormick
Cynthia Ganung
Barry Ehrlich
Amelia Klein (co-chair)
Ashok Mehta
John Schlittler (liason - NPD)
Bud Schram
Marlene Schultz (co-chair)
Jeremy Sutherland (NHS)
Mike Vaughn

MISSION

The Town of Needham's Human Rights Committee strives to reaffirm the worth and dignity of every human being. The diversity of our Community is embraced and celebrated through the following NHRC activities:

- Education: Advocate appreciation for and respect for diversity
- Community Outreach: Organize community events to constructively promote diversity and tolerance
- Community Response: Respond to issues that challenge the human rights of any individual or group in our community

MEMBERSHIP

Official members of the Needham Human Rights Committee are Needham residents who volunteer to serve on the Committee. They are appointed by the Board of Selectmen. *The Committee shall consist of 12 members. When practicable, the Committee should include representatives or designees of the Needham Police Department and the Needham Public School Department (ex officio and non-voting), the Needham Commission on Disabilities, and the Needham Housing Authority. Membership should also include a representative of the local clergy, a senior citizen, a tenant of the Needham Housing Authority, a realtor, and a Needham High School student.* [Charge, Human Rights Committee, Approved Aug. 12, 2008]

MEETINGS

Human Rights Committee meetings are held the *third Thursday* of each month at Broadmeadow School (Media Center), 129 Broad Meadow Road, Needham, MA 02492.

Meetings are open to the public and agendas are posted on the Town website. Guest speakers are invited to meetings to share their expertise in the area of human rights. Guest speakers also play

an important role as resources for planning future NHRC events. The Committee encourages Needham residents who are interested in human rights to attend a meeting and learn about the work of the Committee.

CO-SPONSORED COMMUNITY EVENTS

- ***Needham MLK Day Celebration*** – **January 20, 2014** Needham High School
  The yearly community event celebrates the legacy and the life and achievement of Dr. Martin Luther King. Program highlights included a keynote speaker, storytelling activities for children, musical performances by a children's choir and student musical group, a dance ensemble presentation, and a student art display. NHRC was a co-sponsor of the celebration. Committee members served on the MLK Day Planning Committee, organized and provided refreshments, attended and hosted the event.

- ***Created Equal Library Film Series & Community Discussions*** – **February 23 - April 12, 2014** Needham Public Library
  The Needham Free Public Library with support from the NHRC offered a series of film screenings, discussion forums, and scholarly presentations centered on civil rights themed documentaries. Each documentary was shown at the library in its entirety, followed by a scholar-led forum including interactive conversations. The goal of the series was to revisit the history of civil rights and to reflect on the ideal of freedom in America. Two members of the NHRC were invited speakers at one of the forums.

- ***Needham 3rd Annual Diversity Summit*** – **October 18, 2014 Pollard Middle School**

Marlene Schultz, Amelia Klein, Ashok Mehta

The Needham Diversity Summit brings together community leaders, friends, neighbors and students to explore, foster, strengthen and celebrate Needham's diversity – of socioeconomic status, race, sexual orientation, gender, religion, ethnic identity, and age. The Summit attempts to empower groups that may otherwise feel unable or that lack the confidence to share their experiences and voices, and to provide a safe and inviting space for audiences to listen and respond. NHRC was a co-sponsor of the day-long event. Committee members served on the Diversity Summit Planning Committee and attended and hosted the Diversity Summit. Committee member Nathan Rosin, a graduate of Needham High School, co-produced the video I AM NEEDHAM, which was introduced to the Needham Community at the Summit. NHRC members also led workshop sessions, an integral part of the Diversity Summit program.

- ***Human Rights Are Local: Issues Facing Older Adults in Our Communities*** – **November 6, 2014** Olin College of Engineering

Each year the Needham Human Rights Committee hosts a major event about a human rights issue. This year the Committee partnered with Olin College's Caitrin Lynch, Associate Professor of Anthropology - whose research and teaching focus on issues of aging - to inform the Olin, Needham, and wider communities on human rights issues facing older adults. Professor Lynch is also a Needham resident.

- ***Immigration Justice Task Force Community Forum*** – **November 13, 2014**
  Needham Public Library
  NHRC served as a co-sponsor for an event presented by the Immigration Justice Task Force and the League of Women Voters, held at the Needham Public Library. The event focused on the Massachusetts Domestic Worker Rights Law which was signed into law on July 2, 2014 by Governor Deval Patrick. The law contains a bill of rights for domestic workers and provides protections for nannies, housecleaners, and adult care assistants. The guest speaker was Lydia Edwards, an Equal Justice Works Fellow of the Greater Boston Legal Services and implementation coordinator for the Massachusetts Commission on Domestic Workers.

COMMUNITY RELATIONSHIPS

In pursuing its mission, the NHRC seeks opportunities to collaborate - and develop on-going relationships - with groups in the Needham Community. Following are examples of ways the NHRC has made efforts to reach out to both official and non-official Town Committees and organizations.

- ***Needham Housing Authority***
  Members of the NHRC visited the office of the Needham Housing Authority at Captain Robert Cook Road and met with the Executive Director and the Resident Services Coordinator to discuss common interests and means of support. The meeting focused on the needs of residents living in NHA units and how well residents of Needham public housing are integrated into the Community. A Committee member attended a Public Forum on Affordable Housing September 25, 2014. The Committee plans to invite a representative of the NHA to a future meeting. The Committee is seeking a candidate who is a resident of the Needham Housing Authority to serve on the NHRC.

- ***Media Sources***
  The NHRC has developed close links with local media sources. Direct contact with editors and journalists has helped the Committee promote its events and generate interest in human rights. Committee members, who attended an information session organized by the Needham Times in March, 2014 had an opportunity to meet the staff, learn how and when to send press releases and calendar listings, and how to "pitch" a story for their organization. The Needham Times has been supportive of the mission of the NHRC and has highlighted its work in major articles and guest columns. The Hometown Weekly has consistently responded to press releases and published lead articles about Committee events in a timely fashion.

- ***Needham Public Schools***
  Members of the Committee have met with the Superintendent and discussed ways to collaborate as resources. The NHRC is committed to developing on-going relationships with school personnel and students. Their input is critical in the planning of educational forums which address the challenges faced by youth in our community. The NHRC provides opportunities for NHS students to take on leadership roles as members of the Committee, and to take initiative in providing student participation and input in the planning of events. The Needham High School representative who serves on the Committee provides an important link to faculty and student groups.

- ***Needham Council on Aging***
  The co-chairs of the NHRC met with the Executive Director and the Program Coordinator at the Council on Aging to explore the possibility of co-sponsoring an event which focuses on the needs and rights of older adults. The Executive Director generously gave her time and expertise in helping the organizers plan a public forum held at Olin College (HUMAN RIGHTS ARE LOCAL: Issues Facing Older Adults) on November 6, 2014.

- ***Needham Diversity Committee***
  The Needham Diversity Committee is a community organization that consists of individuals who live, work or study in Needham. Many are educators or have been involved with diversity training in the past (e.g., via their profession or membership in Needham's Human Rights Committee, Clergy Association, Immigration Task Force). The NDC organizes on-going events, workshops, and community forums which provide opportunities for residents of Needham to learn about the diverse populations within their community, to examine diversity issues, and to build diverse coalitions. Two members of the NHRC serve on the Needham Diversity Committee. The NHRC has been an annual co-sponsor of the Needham Diversity Summit and the Martin Luther King Day Celebration.

- ***Needham Clergy Association***
  Two members of the NHRC are active members of the Needham Clergy Association. Both groups have shared information about their work with members of their respective organizations, and have attended their public events. One example of an event attended by NHRC members was a course on Interfaith Dialogues, developed by Hebrew College and Andover Newton Theological Seminary, which featured discussions on Judaism, Christianity and Islam, held May 6-27, 2014.

- ***Needham Immigration Task Force***
  One member of the NHRC is also an active member of the Immigration Task Force and has been an important link to the group. The NHRC has supported the activities of the ITF and has attended and co-sponsored events they have organized. The work of the ITF is relevant to the work of the Committee: both groups are advocates for human rights. The ITF has been an important source of information about current issues and actions

taken in relation to immigration policies, many that involve residents and employees in the Town of Needham.

NHRC LOGO AND BROCHURE

The NHRC logo design, which is universally recognized, combines the shape of a hand with that of a bird (dove). It was created by an international committee for the promotion and protection of human rights.

NEEDHAM HISTORICAL COMMISSION

Richard Hardy, chair
Robert Boder
Carol Boulris
Gloria Greis
Jeffrey Heller
Rose Doherty
Dr. Miles Shore

PURPOSE

The Historical Commission was created to ensure the preservation, protection, and development of the historical assets that are the visible evidence of the Town of Needham's history. The Commission seeks to identify places of historic or archeological value, and to coordinate with other town boards bodies to preserve the town's historical heritage. The functions of the Historical Commission include assisting residents in obtaining historical information about the Town, reviewing proposed demolition projects in accordance with the Demolition Delay By-law (2.11.5), and working with the Town in the evaluation of the future use of historic buildings. There are seven members on the Historical Commission. Members of the Commission are appointed by the Board of Selectmen for three year, staggered terms.

FY2014 ACTIVITIES

- The Historical Commission met with the homeowner of 898 South Street and their architect on their proposed plan to preserve and restore this older home. Due to the home's location, history and the desire to preserve the house and its location, the Commission urged the Zoning Board of Appeal to consider the preservation aspects of the proposed plans.
- Members of the Historical Commission represented the Commission as members of the town's Downtown Streetscapes Committee, The Large House Study Committee and as a designated member of the Community Preservation Committees

REVIEWS OF INVENTORY PROPERTIES

- 1001 Central Avenue – The Davis Kendrick Mills House. The Historical Commission voted to Impose a six month demolition delay as the Commission wishes the house to be preferably preserved due to integrity of style and design and significance to the neighborhood. With the expiration of the six month demolition delay the house will be demolished to make way for a proposed sub development on the property.
- 41 Pleasant Street– The George Holt William Picot House – The Historical Commission worked with the homeowners of this property on their plans to replace a later addition to the structure.

CPC GRANT

- In 2012 the Community Preservation Committee approved a grant for the Historical Commission to conduct a new round of historic house research for the town historical Inventory. A contract was awarded to Community Opportunities Group through the open bidding process in 2013. Work on the new property inventory as progressed throughout 2014 and is nearing completion in 2015.

HISTORICAL PROPERTIES LISTED IN TOWN WIDE GIS AND STATE MACRIS DATABASE

The Commission worked to digitize the original 1978 Historical Property Inventory and is working to have the information included in the town IT department a map overlay of all historical properties or locations is available and viewable on the town GIS (Geographical Information System) website: http://www.needhamma.gov/index.aspx?nid=1905

Residents and interested parties can now view the location of designated historical places, building and structures located in Needham with links to the Massachusetts Historical Commission's MACRIS (Massachusetts Cultural Resource Information System) database and will be able to view descriptions, photo's, background and history of selected places: http://mhc-macris.net/

NEEDHAM HISTORICAL COMMISSION AND THE NEEDHAM CHANNEL RECEIVES THE NAPC COMMISSION NATIONAL EXCELLENCE AWARD PRESENTED FOR HOUSE STORIES

HOUSE STORIES The Needham Historical Commission sponsored program series on The Needham Channel has been was selected as an Honorable Mention for the National Alliance of Preservation Commission's 2014 Commission Excellence Awards, in the category of Best Practices: Public Outreach/Advocacy for the "House Stories" public television series. The project was recognized at the NAPC's Forum in Philadelphia, PA, as part of the awards ceremony at the NAPC Annual Meeting on July 19, 2014. This was one of the six biannual award categories presented. These awards recognized and honored outstanding efforts and achievements in local preservation. Award winners were featured in the NAPC bi-monthly newsletter, *The Alliance Review*.

House Stories, an informative and innovative program produced by The Historical Commission and the Needham Channel for the past three years. The program series epitomizes an important aspect of local programming, which is to reflect and preserve the community heritage. The "House Stories" series is believed to be unique in concept. The award brings the concept of using local public cable television by Historical Commissions to the attention of national historical preservation organizations. The House Stories series is broadcast on The Needham Channel cable TV and are also available as DVDs.

COMMISSION APPOINTMENTS/RESIGNATIONS Rose A. Doherty was appointed to the Commission by the Board of Selectmen to fill the one remaining vacancy. Ms. Doherty is

currently President of Partnership for Historic Boston, a member of the Needham Free Public Library Board of Trustees and a local author.

NEEDHAM FREE PUBLIC LIBRARY

The Board of Library Trustees derives its authority from Massachusetts General Laws,Chapter 78, Sections 10 and 11, and the Needham Town Charter Part 3, Section 19. In conjunction with its Strategic Plan, the Board of Library Trustees has adopted the following Vision and Mission Statements.

BOARD OF TRUSTEES
Richard C. Hardy, Chair
Lois C. Bacon
Rose A. Doherty
Thomas M. Harkins
Margaret L. Pantridge
Gregory J. Shesko
Carol J. Thomas

VISION STATEMENT

The Needham Free Public Library will provide the community with access to resources to support its users' evolving educational, intellectual, recreational, and cultural needs. The library will provide an open environment for interaction among people of all ages, interests, and abilities.

MISSION STATEMENT

The Needham Free Public Library is committed to:

- Providing resources and technology to support library users in obtaining the information they seek
- Promoting collaboration, cultural awareness and understanding among individual users and community groups in the community it serves
- Fostering an environment that stimulates imagination and learning

LIBRARY STAFF
Ann C. MacFate, Director
Dana Mastroianni, Assistant Director
April E. Asquith, Reference Supervisor
Diane T. Browne, Technical Services Supervisor
Janet E. Prague, Children's Supervisor
Danielle Tawa, Technology Specialist/Archivist
Catherine D. Stetson, Reference Librarian/AV Specialist
Gay Ellen Dennett, Reference Librarian/Program Specialist
Deborah A. Lovett, Circulation Supervisor
Carolin S. Davis, Assistant Children's Librarian
Manuela R. LaCount, Assistant Cataloger
Karen H. Donaghey, Library Assistant
LuAnn M. Caron-Leslie, Library Assistant

PART-TIME CHILDREN'S STAFF
Lisa A. Bisio
Elaine M. Garnache
Elise R. Katz
Diane L. Shetler
Caren M. Tolleth

PART-TIME ADMINISTRATIVE ASSISTANT
Jenna A. White

PART-TIME LIBRARY ASSISTANTS

Erin G. Bassett
Sandra J. Bedigan
Abigail L. Bilbrey
Annalisa Bishop
Charlotte R. Buxton
Judith G. Johnson
Janet S. Krawiecki
James Lawrence-Archer
Cheryl Miller Smith
Christine M. Moynihan
Deborah J. Reaardon
Ellen J. Stalter
Nancy D. Teich
Joan P. True
Lisa M. Vergara

PART-TIME REFERENCE STAFF

Jeffrey R. Arnold
Mary H. Conlon
Brenda L. Ecsedy
Kathleen S. Fitzgerald
Leigh R. Rudikoff

CUSTODIAL STAFF

Angel R. Lopez
Raymond B. Cranton
Howard R. Egerton

FY2014 HIGHLIGHTS

JULY

- 212 children registered for the Summer Reading Clubs, Digging into Reading. Reading Club activities included a program, "Having Fun with Fossils and Dinosaurs;" craft programs that featured "Digging in the Earth," "Dinosaur Digs," "Underground Animals," and "Buried Treasure;" a craft table at the Farmers' Market," and a "Beneath the Ground" Summer Film Festival.
- The Reference Department utilized several high school students to offer "Teaching Tech Tips for Seniors" classes.

AUGUST

- The Children's Room presented two "Dancing with the Little Stars" programs.
- The library trustees voted to purchase "Freegal," a downloadable music service, and "OverDrive Advantage," a program that allows the library to purchase additional copies of ebooks that are in high demand.

SEPTEMBER

- The library's afternoon and evening book discussion groups resumed, with the afternoon group reading *Wolf Hall* by Hilary Mantel and the evening group reading *The Dovekeepers* by Alice Hoffman.
- Popular lecturer Dr. Gary Hylander presented "Andrew Carnegie," the first of a four-program series, "Masters of Industry."
- The Friends of the Needham Public Library held a successful fall book sale.

OCTOBER

- The Metrowest Knitters' Group "Yarn Bombed" the library.
- The library installed a new server for its computers.

NOVEMBER

- The Massachusetts Board of Library Commissioners certified the library for FY14.
- Federal Reserve Bank Senior Economist Daniel Cooper discussed the role of the Fed in promoting economic stability and growth at both the national and the local level.
- The library partnered with the Needham Human Rights Committee in presenting American Civil Liberties speaker Laura Rotolo in an interactive program featuring *The Story of Human Rights* DVD.
- A second electronic bulletin board was installed in the library. This one was located near the Reference Desk on the second floor.

DECEMBER

- The Reference Department purchased "A to Z Databases," which provides information on every business and household in the U.S.
- The library added the *OverDrive Advantage* program to its downloadable books subscriptions.
- The library purchased a subscription to *Freegal*, a downloadable music service.

JANUARY

- Northeastern University Assistant Professor of Journalism Dan Kennedy opened the FY14 McIver Lecture Series with a report on "The Current State of News Reporting."
- The Needham Commission on Disabilities provided the library with three Comfort Duett assistive hearing devices.

FEBRUARY

- The library received a grant from the National Endowment for the Humanities for funding a series of four programs titled, "Created Equal: America's Civil Rights Struggle. The first program was a film (*The Abolitionists*) followed by discussion.

MARCH

- 2,700 people enjoyed the more than thirty-five pieces of art in mixed mediums and the accompanying fantastic floral interpretations presented by talented Needham High School students and the members of the Temple Beth Shalom Garden Club at Needham's Art in Bloom.

APRIL

- The Minuteman Library Network upgraded its software to the Innovative Interfaces Sierra platform.

JUNE

- Needham remained a net-lender in the Minuteman Library Network. In FY14, the library supplied 67,779 to other Minuteman libraries, while receiving 62, 979 items for use by Needham borrowers.

FY2015 FORECAST:

The library will look to the future and formulate a new Strategic Plan. Use of downloadable books, magazines, and music will continue to increase; however, use of print materials will remain as the most popular library service.

DONATIONS TO THE LIBRARY:

During FY14, eighty-five people volunteered 1,768 hours of service to the library (a 20% increase over FY13). Volunteers mended the library's books, placed barcodes on the front of materials, filed reserved items on the shelves at the Circulation Desk, dusted and straightened the library's shelves, and put returned materials back on the shelves. In addition, the Library Trustees, Friends of the Library, and the Library Foundation of Needham worked many hours presenting programs, book sales, and other special events. The Friends of the Library donated more than $50,000 to the library during the fiscal year. This includes both cash gifts and direct payments for items. Friends' donations paid for subscriptions to international magazines; museum passes; adult and children's library programs; reference books; sports books; books-on-CD; playaways; DVDs; audio books; children's books; travel books; law books; business books; funding for children's craft programs; two Children's Room AWE, Early Literacy Stations; the *Universal* Class database, and young adult books, graphic novels, books-on-CD, and playaways. The Library Foundation of Needham provided funds for many of the library's programs, purchases for the audiovisual collection, a pass to the Danforth Museum and a pass to the Concord Museum. The Needham Garden Club supplied weekly flower and plant arrangements for the library's lobby, purchased the pass to the Garden in the Woods, and maintained planters in the main entrance lobby and at the Highland Avenue entrance. The Lions' Club donated funds for the purchase of books for the library's Large Print Collection. The Quinobequin Quilters provided the library with a pass to the Quilt Museum. The Massachusetts Department of Conservation and Recreation gave the library a Massachusetts ParksPass to the State's parks. Other people, clubs, groups, and organizations that made significant donations to the library in FY13 include:

Project VAN (Volunteers Around Needham)
Needham High School Community Classroom Program
The Needham High School Anime Club
The Needham Commission on Disabilities
The Kathleen Weller Estate

Thank you to the many individuals who displayed their paintings and pictures in the Friends' Gallery and showed their handicraft work in the library's display cases. You provided everyone with a visual feast. Thank you also to the many individuals who made memorial and honoring donations to the library during FY14. The Trustees and staff are grateful to everyone who made a donation to the library. You enrich the library's collections, as well as the lives of the people of Needham.

	FY12	FY13	FY14
Memorials and Cash Donations	$57,781	$64,203	$63,452
Value of books, videos, etc. donated	$ 4,297	$ 4,285	$ 7,176

DEPARTMENTAL STATISTICS

	FY12	FY13	FY14
***Adult Department*:**			
Circulation (books, DVDs, CDs, periodicals, ebooks, eperiodicals, emusic)	314,294	307,209	300,691
Items loaned to other libraries	65,151	68,448	67,779
Items borrowed from other libraries	62,627	61,865	62,979
Total money returned to Town from fines, fees, lost books, etc	$56,756.26	$57,532	$54,375
Reference Department:			
Reference questions answered	18,962	17,575	17,680
Directional questions answered	3,857	3,935	3,669
Number of people using Genealogy Room	98	106	76
Number of people using Study Rooms	4,951	5,979	5,011
Remote Access	190,584	246,493	187,105
Children's Department:			
Circulation (books, DVDs, CDs, periodicals)	240,188	235,060	225,107
Reference questions answered	12,038	11,926	12,978
Story times and other programs	304	294	337
Attendance at programs	14,273	12,276	13,029
Catalog Department:			
Adult books added to collection	7,965	8,187	7,476
Adult books withdrawn	6,734	6,974	8,881
Children's books added to collection	5,451	3,349	3,696
Children's books withdrawn	1,827	2,489	2,418
Audio items added	1,869	1,628	1,692
Audio items withdrawn	418	731	279
Visual items added	2,150	1,703	2,192
Visual items withdrawn	671	1,264	1,451
Total Collection	173,492	177,019	179,135

MISCELLANEOUS STATISTICS

Number of registered borrowers	18,595	18,478	18,439
Total hours open	3,372	3,270	3,348
Attendance	367,640	360,287	349,478
Number of Community Room Bookings	627	573	509

NEEDHAM HOUSING AUTHORITY

NEEDHAM HOUSING AUTHOURITY
Peter Pingitore
Reginald C. Foster
Scott Brightman
Andrew L. Cohen
William DeBear

EXECUTIVE DIRECTOR
Debra Jordan

PURPOSE

Needham Housing Authority's mission is to provide decent, safe and affordable housing for low to moderate income families and individuals and to offer programs and resources to improve the quality of life for residents, program participants and the broader Needham community while respecting the rights and privacy of all. For over 65 years, the Authority has faithfully served the town of Needham by administering State and Federal aided housing programs that provide affordable and low income housing opportunities for Needham's elderly, disabled, and family populations.

The Authority owns and/or manages 436 units of affordable housing distributed as follows within the town of Needham:

Units	Program	Location	Bedroom size
152	State (Ch.667) Elderly/disabled	Linden & Chambers Street	1 BR
8	State (Ch.689) Special Needs	1415 Great Plain Avenue	1 BR
46	Federal Elderly/disabled	Seabeds Way	1 BR
30	Federal Family	Captain Robert Cook Drive	2, 3 & 4 BR
60	Federal Family	High Rock Estates	2 & 3 BR
20	Project-Based Vouchers-Sect. 8	High Rock Homes (Rentals)	2 & 3 BR
20	Mixed Finance	High Rock Townhomes Homeownership-Condo	2 & 3 BR
100	Federal Section 8	Housing Choice Vouchers	Scattered in private housing

Needham Housing Authority provides executive and management services to Wellesley Housing Authority through a management agreement. Wellesley Housing Authority owns and/or manages 235 units of state subsidized family and elderly housing, and has 11 federal Section 8 vouchers.

Oversight of Needham Housing Authority is provided by the following five members of the NHA Board of Commissioners all of whom are residents of Needham. Four of the NHA Commissioners are elected by the Town and one Commissioner is appointed by the Governor. The commissioners' service expires in the following manner:

	Office	Term expires
Peter Pingitore	Chair	April 2015
Reginald C. Foster, Governor's Appointee	Vice Chair	May 2016
William DeBear	Commissioner	April 2016
Andrew L. Cohen	Commissioner	April 2018
Scott Brightman	Treasurer	April 2019

STAFFING

The Executive Director currently supervises six administrative staff employees and five maintenance staff employees at Needham Housing Authority as well as four administrative staff employees and four maintenance employees at Wellesley Housing Authority.

Needham Housing Authority administrative staff is composed of the following individuals:

Executive Director	Debra Jordan
Assistant Executive Director	Open Position
Director of Leased Housing	Patricia Edmond
Office Manager	Sandra Amour
Bookkeeper	Carol Capone
Resident Services Coordinator	Penny Kirk
Receptionist	Marie Celestin

Needham Housing Authority maintenance staff is composed of the following individuals:

Facilities & Maintenance Manager	Walter Parker
Maintenance Foreman	Bryan Trundley
Maintenance Mechanic	Dan Mann
Maintenance Mechanic	Al Conti
Maintenance Mechanic	Bruce Loewen

The Authority remains committed to providing high quality maintenance, property management, and resident services in order to serve its clients and preserve the existing housing stock as a public resource for decades to come. Staff members regularly attend seminars and training programs to enhance their professional effectiveness.

BUDGET DATA

Needham Housing Authority maintains separate budgets for each of its programs.
Monthly rent receipts are the major source of funding for the Authority. Additional operating and capital improvement subsidies are provided through the Department of Housing and Urban Development for the federal programs and the Massachusetts Department of Housing and Community Development (DHCD) for the state programs.

The Authority receives no Town of Needham money for its continued operation and is not part of the Town's budget. Under a management agreement with Wellesley Housing Authority,

Needham Housing Authority collects a monthly management fee for the administration and oversight of its programs and properties.

The annual budget of Needham Housing Authority is a public record and is available for review at the Authority's office at 28 Captain Robert Cook Drive, Needham. The latest audit was completed for FYE December 2013 and was performed by Hurley, O'Neill & Company Certified Public Accountants.

FY2014 HIGHLIGHTS

- The Department of Housing and Urban Development conducted a physical inspection of all federal public housing units in August. Needham Housing Authority received a score of 92 out of a possible 100 points, earning the HUD designation of high performer. This was a major accomplishment and the highest score Needham Housing Authority has ever received.
- Through an energy conservation program coordinated by the MA Department of Housing and Community Development, we received 46 new energy efficient refrigerators and energy efficient lighting upgrades at Linden/Chambers Street.
- The Housing Authority repaired sidewalks and curbing at the Chambers Street property with funds from the 2014 Health and Safety Initiative Award from the MA Department of Housing and Community Development.
- Capital improvement projects at the state properties included balcony repairs at Chambers Street, a roof replacement at Linden St., and roof replacement at 1415 Great Plain Ave.
- The federal capital fund award for 2014 was $159,462 compared to $86,714 for 2013. The increased funding reflects the federalization of 60 High Rock Estates single family homes.
- With input from the Resident Advisory Board, the Board of Commissioners approved the Public Housing Authority Five Year plan for federal properties for 2015-2019.
- In collaboration with the Norfolk County Sheriff's department, the Authority utilized the services of inmates performing supervised community service to clean and repaint vacant units at various properties, repaint the community room at Seabeds Way, and assist in various projects throughout the communities.
- Wait lists: average wait time for a one bedroom unit is over one year; two and three bedrooms- over 2 years, and four bedrooms-over 5 years.

PERSONNEL CHANGES

- James Murphy, Deputy Director of Maintenance retired after serving twenty five years at the Authority.
- Dawn Beaulieu, Deputy Director, left in July to relocate out of state.
- Patricia Edmond, who has been with the Authority since 2009 was promoted from Leasing Administrator to Director of Leased Housing.
- Bryan Trundley, who has been with the Authority for over sixteen years, was promoted from Maintenance Mechanic to Maintenance Foreman.
- Bruce Loewen was hired as a Maintenance Mechanic in June 2014.
- Marie Celestin was hired as a Receptionist in July 2014.
- Walter Parker was hired as Facilities and Maintenance Manager in January 2015.

HIGH ROCK ESTATES

In 2013, the Authority completed the multi year process of converting 60 High Rock Estates single family homes to a federally funded housing program. Through the federalization process, the Authority was able to complete major renovations including roof replacements, bathroom upgrades, exterior power washing, siding repairs, masonry repairs, and landscaping improvements. As of July 1, 2013 the units are part of the federal portfolio and are subsidized through the Department of Housing and Urban Development.

LINDEN/CHAMBERS STREET SENIOR HOUSING

The Linden/Chambers senior housing complex continues to provide conveniently located, affordable housing options for seniors and disabled individuals who wish to live independently. The Board of Commissioners continues to explore the feasibility of redeveloping this community and replacing the current units with modern, one bedroom apartments with increased accessibility for disabled residents.

In 2013, a comprehensive Housing Needs Assessment was completed by consultant, Karen Sunnarborg, a five year Property Development Plan was submitted by H&H Associates, LLP, and Environmental and Engineering Studies were provided by Vanasse Hangen Brustlin, Inc.

In March 2014, the Board met for a special meeting with these consultants to discuss possible options. In June 2014, Commissioner Foster, Executive Director Jordan, and Consultant Dick Heaton visited the Framingham Housing Authority to view and discuss a recently completed successful redevelopment project. The Housing Authority plans to pursue redevelopment options in 2015 and looks forward to working with the town, neighbors and other community stakeholders throughout the process.

Care Connections, a cooperative venture with Springwell and Needham Housing Authority provides support for senior and disabled residents who require a little assistance with their activities of daily living. Springwell provides two overnight on-site personnel for urgent care at Linden/Chambers. An additional full-time care coordinator works with residents and sets up services such as homemaking, transportation, medication reminders, at-home meal delivery and other available community services. The costs for these resident services are income and need based and are provided to residents on a sliding scale.

Needham Housing Authority is pleased that this option exists for Needham residents and we remain committed to helping our senior residents live independently for as long as possible. Interested seniors or families of seniors may request an application for housing by contacting Needham Housing Authority management office at 781-444-3011.

CAPTAIN ROBERT COOK DRIVE AND SEABEDS WAY

The Housing Authority utilized federal capital funds to complete the project of replacing exterior doors and storm doors at Captain Robert Cook Drive. Planned capital improvement projects for 2015 include paving and concrete repairs.

COMMUNITY PARTNERSHIPS

The Authority works in collaboration with many local organizations including Needham Community Council, Cradles to Crayons, Toys for Tots, Needham High School, Babson College, Olin College, Noble and Greenough School, the Needham Parks and Recreation Department, the Linux Club, and the Kalmia Club. These important partnerships provide residents with additional services and opportunities.

RESIDENT SERVICES

Our Resident Services Coordinator assists families and seniors residing in our communities by connecting them to area service agencies and resources. Penny Kirk, Resident Service Coordinator, works closely with the Needham School Department coordinating the school curriculum with the After School Program provided at the Cook's Drive Community Room. Student volunteers from Babson College, Needham High School, and Noble and Greenough School come to the program four days per week. Generous donations from Needham Bank, Dedham Bank, Needham Women's Club, Roche Brothers, and Muzi Motors provide some of the funding for this program. Trader Joe's provides free fruit and vegetables. Residents of Seabeds Way also benefit from the Trader Joe's donations. Cradles to Crayons, Toys for Tots and Backpack Basics are organizations that provide clothing and books, holiday toys and back to school backpacks. Occasional parties and entertainment are provided at the Chambers and Seabeds Community Rooms. The Police organize an annual cookout for the Captain Robert Cook Drive family neighborhood and Seabeds Way residents.

CONTACT INFORMATION

The administrative office is located at 28 Captain Robert Cook Drive in Needham. You may contact NHA staff by phone at 781-444-3011 or by email: NeedhamHA@aol.com.The office is open Monday through Friday from 8:00 A.M. until 4:00 P.M.

PARK AND RECREATION

PARK AND RECREATION COMMISSION
Cynthia J. Chaston, Chairman
David C. DiCicco, Vice Chairman
Thomas M. Jacob, Member
Michael J. Retzky, Member
Matthew M. Toolan, Member

DEPARTMENT STAFF
Patricia M. Carey, Director
Karen A. Peirce, Assistant Director
Nicole DiCicco, Recreation Supervisor
Kristen Wright, Administrative Specialist

PURPOSE

Empowered by Chapter 45 of the General Laws of the Commonwealth of Massachusetts, the Park and Recreation Commission:

- Provides balanced, year-round recreation programming and leisure services for all ages.
- Serves as steward of over 300 acres of public parkland including the Town Forest; and schedules recreation and athletic facilities.
- Manages Rosemary Pool and Lake as the principal aquatic recreation facility.
- Provides long-range open space and recreation planning.
- Coordinates and provides support services for many community organizations.
- Provides youth leadership training and volunteer resource development.

The five members of the Park and Recreation Commission are elected to three-year terms. The Commission typically meets on the second and fourth Mondays of each month.

FY2014 HIGHLIGHTS

The benefits of Park and Recreation services, in communities across the country, are endless, and the Needham Park and Recreation Commission is proud of the partnerships it has developed with many in the Town to enhance the lives of all Needham residents.

The National Recreation and Park Association has conducted research on three core principles that include *Conservation:* protecting open space, connecting children to nature, and engaging communities in conservation practices; *Health and Wellness:* leading the community to improved health and wellness through parks and recreation; and *Social Equity:* ensuring all people have access to the benefits of parks and recreation. Needham Park and Recreation continues to strive to meet these three pillars through services, programs and facilities.

ECONOMIC BENEFITS

- Commission waived Summer Program and Rosemary Pool fees of over $28,000 for Needham individuals and families in need of assistance, to enable all to have access to recreation and leisure activities, a slight decrease from prior years;
- Commission generated almost $290,000 in revenue that was deposited into the Town's General Fund;
- Department offered programs through the use of a revolving fund fees, generating more than $290,000 in revenue for the cost of running those programs, and fee-based services, including Field Maintenance and Athletic Field lights fees;

- Through funds provided from the estate of Harold J. Street, III new signs were purchased to show the entrances to trails, and will be installed by trail volunteers;
- Commission conducted annual review of program fees, ensuring that all direct costs were covered by the fees paid by residents who participate in programs;
- Commission and Memorial Park Trustees raised the Field Maintenance Fee for sports organizations who regularly use fields from $5/participant/season to $10/participant/season as of 1/1/14;
- Assisted with field maintenance projects financed through Field Maintenance Fee, paid by groups using town-owned athletic fields, allowing the DPW Parks and Forestry Division to reduce the damage to fields from overuse. More than $63,000 was collected, which was an increase from prior years due to the increase in the Field Maintenance Fee effective 1/14. In addition, fees charged for organizations holding clinics on athletic fields generated more than $22,000;
- Louise Condon Realty, Needham Exchange Club, Dedham Institute for Savings Bank, Middlesex Savings Bank, Tom Nutile Band, Needham Business Association, and many Needham residents donated funds in support of the 2014 summer Arts in the Parks concert series. The series commemorated the memory of long-time participant Roy Nutile, who led his band in the first Arts in the Parks concert in 1975;
- Town Meeting continued to support the Athletic Facility Improvement Fund to prepare for future capital improvements on athletic fields, and the balance after May 2014 Town Meeting was more than $940,000;
- Director served as staff liaison to the Community Preservation Committee;
- Received approval for a new part-time position for playground maintenance, with funding to begin in FY'15;
- Commission supported efforts at the State House to change the text of the Community Preservation Act legislation, to allow use of CPA funds for capital projects on properties already owned by the Town, plus to provide opportunities for additional state funds to be added to the Community Preservation Fund. This effort resulted in an additional $400,000 being provided to Needham's CPA fund;
- The Greene's Field fundraising group continued to raise funds, in addition to the original $180,000, and many donors are featured on the signs and the boardwalk as you enter the new destination playground in Needham's center. The opening celebration was held in October;
- Projects funded from Community Preservation Funds in FY'14 include the insurance for the Rail Trail, as well as design funds for Town parks – Town Common and Memorial Park.

COMMUNITY BENEFITS

- Worked with Weston & Sampson on the feasibility study of Rosemary Pool and the site. Commission hosted a well-attended "blue sky" meeting to provide residents the opportunities to share their thoughts on aquatics in Needham, and a few months later, hosted a large public meeting outlining the information developed on those various options;
- After several months reviewing the results of the Weston & Sampson study, Commission determined to focus on rebuilding an outdoor pool at the Rosemary site, with building and parking lot upgrades, and featuring year-round opportunities;

- The reconstruction of the park at Walker-Gordon Field was completed, with a new 90' diamond, a new playground, a walking path and passive recreation area, and parking lot improvements;
- The reconstruction of the park at Greene's Field was completed, with a new 60' diamond and small multi-purpose field, a new basketball court, new trees in the passive end of the park, and a new playground area with features for toddlers and older youth;
- Added poured-in-place surfacing at the Needham Public Schools' pre-school playground at Newman;
- Worked with the Selectmen and Town Manager to enter a lease agreement for use of the unused rail line between High Rock Street and the Charles River, with short-term insurance provided by CPA funding. Bay Colony Rail Trail Association continued to raise funds and work with the Town to create the design for what will become the Rail Trail;
- Worked with the MWRA to study the possibility of creating a pedestrian path along the two sections of the Sudbury Aqueduct in Needham;
- Participated in the Town-Wide Facilities Study project, insuring that recreation and park facilities were featured in the long-term plan;
- The Massachusetts Recreation and Park Association named Rep. Denise Garlick as its Legislator of the Year, based on a nomination from Park and Recreation for her long-time support for recreation in Needham;
- Youth Services' Project Van provided a summer carnival day at Cricketeer Adventure program, and worked on a park clean-up project at Claxton Field with DPW Parks and Forestry;
- Held Field Scheduling Summits, with sport league officials for twelfth year, regarding annual use of athletic fields, and continued long-term project on working with leagues to revise field scheduling policies to relieve overuse of fields and to benefit participants;
- Celebrated the contributions of the DPW to Park and Recreation facilities and projects with "Touch the Trucks," an annual community event;
- Worked with resident sponsored committee studying the concept of a community center.

ENVIRONMENTAL BENEFITS

- Director served on Town's Integrated Pest Management (IPM) Committee with the Town Manager, Parks and Forestry Superintendent, Health Director, Conservation Agent, and Supervisor of Custodians, assisting with enforcement of IPM Plan and Child Safety Act;
- Continued implementation of goals in Open Space and Recreation Plan, and have funds to begin an update of the Plan;
- Director and Assistant Director worked with Trails Advisory Group with representatives of Conservation Commission and staff, DPW Parks and Forestry, and Park and Recreation Commission. Assistant Director serves as Trails Coordinator, assisting boards with jurisdiction over Needham's trails;
- Seventeen Trails Stewards regularly walk designated sections of trails at eight locations, assisting with light maintenance and reporting issues to Trails Coordinator;
- Assistant Director coordinated park and trail clean-up projects in the spring and fall, with more than 2,000 pounds of trash picked up;

- Assistant Director worked with a variety of organizations and individuals on park improvement and/or clean-up projects. Completed projects include, the Needham High Habitat for Humanity Club at the Rosemary Camp property, hanging trail signs, painting the camphouse, picking up trash, and blazing a new trail connection; Eagle Scout Andrew Bejian's project to clear the Rosemary Lake trail and installing a kiosk at the trail head; and Eagle Scout William Gallagher's project to create bog bridges on the Mitchell Woods trail, and add a kiosk and bench. These volunteer projects typically also received donated materials or materials purchased through fundraising efforts, saving the Town thousands of dollars on labor and costs;
- To honor the Town's efforts on field maintenance, the NE Sports Turf Managers Association held their annual summer meeting at DeFazio Park, and featured the Needham field maintenance program that is organic, with a few minor exceptions;
- Continued implementation of projects listed in completed Trails Master Plan;
- Assisted MA Division of Conservation and Recreation with design plans to improve recreation path from Highland Avenue to 4th Avenue, parallel to the Charles River.

PERSONAL BENEFITS

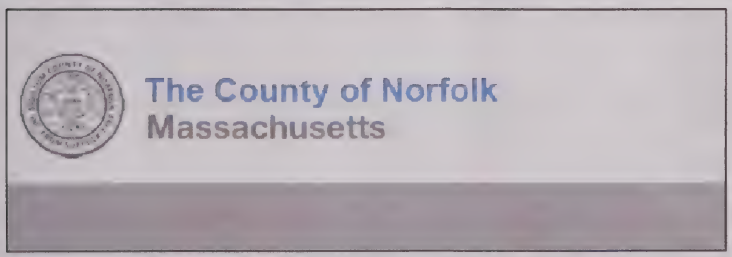
- Department is part of national campaign to get "Kids into Nature." More than 80,000 annual hours have been tracked at Park and Recreation sponsored programs;
- Extra emphasis has been placed on focusing on fitness in Park and Recreation programs, as well as insuring that nature is incorporated or featured in programs. Opportunities from farming to skateboarding were added to the programs offered by the department;
- Provided educational materials to youth sports programs on concussion awareness, in conjunction with the Needham Health Department;
- ADA parking spaces were formalized in the recently updated parking lot at DeFazio Park;
- Celebrated the opening of Center at the Heights, moving some of the Park and Recreation programs for senior citizens to the new facility;
- Welcomed the Needham Library Foundation's donation of a Little Free Library Box at Greene's Field, providing reading material at the park for children;
- Assistant Director served as the Town's representative on the Needham Commission on Disabilities;
- Held successful annual Spooky Walk in collaboration with Needham Business Association and annual Fishing Derby at the Reservoir with the support of local fishing organizations. The Assistant Director serves as the Advisor to the High School Fishing Club;
- Assistant Director worked with YMCA and Youth Services on annual "Needham Unplugged", including one family night without homework, meetings or events;
- Director, Assistant Director and Recreation Supervisor attended workshops and seminars, including bringing children back into nature; social media; playground safety and ADA requirements; the concerns related to overweight children and obesity; harassment and bullying; the study of youth sports; integrated pest management; customer service; safe pool operations; creative programming; funding resources; and training of staff.

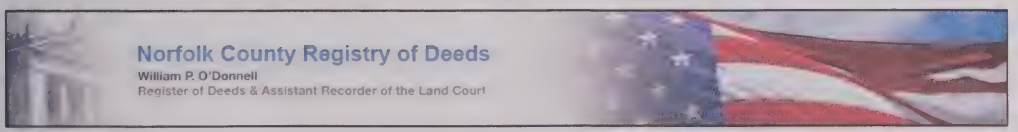
OTHER

SECTION CONTENTS:

- County of Norfolk
- Metropolitan Area Planning Council – Three Rivers Interlocal Council (TRIC)
- Norfolk County Registry of Deeds
- Norfolk Country Mosquito Control District

MAPC
Smart Growth & Regional Collaboration
METROPOLITAN AREA PLANNING COUNCIL
Promoting Smart Growth and Regional Collaboration





COUNTY OF NORFOLK

COUNTY COMMISSIONERS
Francis W. O'Brien, Chairman
John M. Gillis
Peter H. Collins

To the Citizens of Norfolk County:

Incorporated in 1793, the County of Norfolk includes twenty-eight cities and towns, mostly located to the South and West of Boston.

Norfolk County is known as the County of Presidents because it is the birthplace of four Presidents of the United States: John Adams, John Quincy Adams, John F. Kennedy and George Herbert Walker Bush.

Principal County departments and programs include the Registry of Deeds, Agricultural High School, Treasurer's Office, Facilities Maintenance Department, County Engineering, RSVP volunteer program, Regional Services Coordinator, Veterans Advocate, and Wollaston Recreational Facility.

The County Commissioners are assisted by staff under the supervision of an appointed County Director. The County's administrative offices are located at 614 High Street in Dedham.

County revenues are directly impacted by the real estate and credit markets. In FY 2014, although real estate values were significantly recovered from recession, the County faced continued fiscal challenges. The County has minimized operating expenditures while seeking to maintain and improve services.

With support from the Massachusetts School Building Authority, construction has neared completion on major renovations and expansion at Norfolk County Agricultural High School in Walpole.

As in past years, we wish to take this opportunity to thank the County's department heads and employees, as well as elected officials, both state and local, for all their efforts on behalf of Norfolk County and its communities.

As County Commissioners, we are privileged to serve you.

METROPLITAN AREA PLANNING COUNCIL – THREE RIVERS INTERLOCAL COUNCIL (TRIC)

Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, and Westwood

2014: A YEAR OF INCLUSION, INNOVATION, AND CELEBRATION

As our three-year Sustainable Communities regional planning grant drew to a close in 2014, we commemorated its achievements and on-the-ground change across the region, and turned our attention toward the next five years by crafting a forward-thinking and progressive new Strategic Plan to guide our work. With our mission of promoting smart growth and regional collaboration as the backbone, this new Strategic Plan provides a detailed roadmap to achieving the vision for equity and prosperity laid out in our bold regional plan, "MetroFuture: Making a Greater Boston Region."

Embedded in our new Strategic Plan are four critical areas of focus to guide us as we work toward a more sustainable, resilient Greater Boston: encouraging development and preservation consistent with smart growth principles; partnering with our cities and towns to promote regional collaboration, enhance effectiveness and increase efficiency; playing a leading role in helping the region to achieve greater equity; and helping the region reduce greenhouse gas emissions and adapt to the physical, environmental and social impacts of climate change and natural hazards. With these four topics as guideposts, we are poised to grow our work into innovative, inclusive new directions while staying true to the core services and expertise that we offer the region's residents, businesses, and elected officials. From land use planning to data, research, education and direct services to cities and towns, we are honored to continue making Metro Boston a national model and regional resource on smart growth and inter-local coordination.

HIGHLIGHTS OF OUR WORK

MAPC believes the best way to grow our region is to conserve natural resources and preserve open space while concentrating new development in places where jobs and infrastructure already exist. A key way we do this is by encouraging mixed-use developments to locate in downtown areas and village or town centers, always in alignment with each area's unique local character. Our planners bring an expert and interdisciplinary approach to this work, and have partnered with rural, suburban and urban municipalities to realize these smart growth goals in 2014.
As part of our new Strategic Plan, we are engaging with more cities and towns on **master plan projects,** including in Ashland, Boxborough and Woburn, as well as doing an economic development plan for Reading and for Stoneham.

We also worked with two state agencies—the Executive Office of Housing and Economic Development (EOHED), and the Executive Office for Energy and Environmental Affairs (EOEEA)—to conduct a regional study of land use opportunities north of Boston. This **Metro North project** identified areas in Chelsea, Everett, Malden, Medford, Melrose, Revere,

Somerville, Winthrop, East Boston and Charlestown that are ripe for new housing, employment growth, open space, and the infrastructure improvements necessary to support such growth.
In total, MAPC has worked with 52 cities and towns to map priority areas for development and preservation across the region, and we've added capacity on our housing team to respond to the resulting need for local housing production plans, residential zoning bylaws, and housing studies. We also hosted a day-long summit on value capture techniques to emphasize our new focus on ways of financing smart growth development last year, and our executive director serves on the state commission tasked with bringing innovative methods to recover value from public infrastructure for private landowners.

In Somerville, we further refined our economic analysis north of Boston to include a comprehensive study of the effects the **Green Line Extension** may have on housing, income diversity and displacement of longtime residents in that historically working-class city. Our research showed which areas were most at risk for dramatic increases in rent and land values as a result of the transit expansion, and recommended ways that the city and community partners could mitigate these impacts, including incentivizing housing production and planning proactively for preservation of affordable units.

This work continued in **Revere's Shirley Avenue neighborhood,** a lower-income area near Revere Beach where the city is aggressively pursuing new development. MAPC worked with Revere officials and residents to lay out a plan for preventing displacement and stabilizing existing businesses; action steps from this community effort are already being implemented.
For more than 50 years, MAPC has been a leader in innovative transportation planning, policy and project work. We have focused our work on residential and commercial transit-oriented development, around subway and light rail and critical bus connections, as well as on promoting innovative parking solutions and street planning for all users. This year, we brought a special focus to the creation of **Complete Streets,** which are streets that are designed for everyone: they are safe, convenient and accessible for pedestrians, cyclists, transit users and motorists, and are comfortable and barrier-free for people of every age and mobility level.

This year, MAPC helped Acton, Everett, Littleton, Maynard, Middleton, Reading, Salem, Somerville and Stoughton to pass "Complete Streets policies," which allow cities and towns to make sure roads are designed, constructed, refurbished and maintained in a way that's inclusive of all users. Littleton's local policy was even recognized nationally with an award from the National Complete Streets Coalition.

MAPC also worked closely with DCR, the state's Department of Conservation and Recreation, to identify ways the parkway system in Massachusetts can become safer for cyclists and pedestrians. A study began in late 2014 and will continue in early 2015 to review all DCR parkways and off-road facilities, such as the Neponset River Greenway and Watertown Rail Trail, to recommend ways to promote non-car transportation along these historic routes while improving road conditions for drivers. Bike infrastructure will be added as capital improvement projects unfold in the next few years, as a way to enhance public health, improve cycling and walking safety, and preserve and beautify this paths and roadways.

Parking is a critical link between land use and transportation, and parking policies have a tremendous effect on transportation choices and the built environment. Effective parking strategies can also help cities and towns meet their goals around affordable housing, reducing pollution, improving residents' health and attracting good development. MAPC assists communities in turning parking challenges into assets.

This year, we brought together leaders and innovators in the parking field at our "sPARKing Ideas" conference in Boston, where planners, elected officials and experts gathered to share ideas and tools for improving parking strategies on the local level. Stream the presentations at mapc.org/parking. In 2015, we will be working with the City of Malden for a downtown parking study, building off our collaboration with the Harvard Graduate School of Design to "Plan Downtown Malden" in 2013, helping that city to reconnect their business district to transit by relocating City Hall and encouraging new transit-oriented mixed-use development. MAPC transportation planners and engineers also worked to study parking in Cohasset Village, Downtown Foxborough and Grove Hall this year. In addition to diagnosing and recommending solutions for parking dilemmas, MAPC has also begun helping municipalities purchase the latest technology in parking meters this year, including **smart meters** and pay-by-phone services.
Massachusetts has a robust **food system** and a proud tradition of buying and eating local. However, the system faces real challenges: despite enjoying great growth and increasing diversity in recent years, our farmer population is aging, and we must work harder to replenish with the next generation of farmers in order for our output to keep pace. Additionally, we must look for ways to address the problem of size: most Massachusetts farms are smaller than 50 acres, posing economic challenges that we will have to overcome if we want to grow and eat more of our own food.

MAPC is working with a coalition of allies led by the state's Department of Agriculture to address these issues as part of the state's first comprehensive food plan since the 1970s. Learn more at our food plan website and get involved on twitter at @mafoodplan.

2015 saw many exciting changes in **water policy** and infrastructure planning Massachusetts. A major piece of legislation, the water infrastructure finance bill, was enacted in July, increasing the amount of low- and no-interest loans available to cities and towns for water infrastructure improvements. Under the law, the state will also match municipal entry fees for regional water systems like the MWRA, and allows cities and towns to establish a water surcharge of up to 3 percent to fund repairs for aging pipes.

MAPC worked hard to push for this bill, and we will help staff a commission set up to monitor the condition of the state's deteriorating water infrastructure, which required unfunded repairs to the tune of $21.4 billion over the next 20 years.

MAPC's legislative division works annually to shore up support for the Shannon Grant, which works with at-risk youth in cities and towns struggling with gang violence and crime, and to staff the **Metro Mayors Coalition,** a group of 13 communities whose leaders come together to troubleshoot and share solutions to common problems. This year, the coalition focused on common-sense strategies for reducing gun violence in cities, policies around rideshare programs

such as Uber and Lyft, cohesively tackling climate change preparedness, and regionalizing emergency communications.

In the wake of this fall's ballot question de-indexing the gas tax from the rate of inflation, an estimated $1 billion of **transportation revenue** will not be collected over the next decade, so MAPC and allies across Massachusetts will have more advocacy work ahead to help stabilize and support public transit and infrastructure improvement funding. Other legislative goals for 2015 will center on modernizing parking regulations and allowing for regional transportation ballot initiatives around the region, while keeping a continued focus on working successfully with the incoming gubernatorial administration.

Public health, increasingly seen as a core discipline within professional planning, has grown as an area of expertise for MAPC in recent years. This year, our public health division wrapped up the third and final year of its Community Transformation Grant (CTG) for Middlesex County, a project that brought healthier food into neighborhoods with limited access to affordable fresh groceries, changed policies and practices around building streets for all forms of travel, and promoted smoke-free housing conditions in public units across the state. Building on these substantial successes, the public health team is shifting into a "Health in All Policies" approach to integrating lessons learned from CTG into our broader planning work. Working with other staff at MAPC, the public health team will explore ways to expand use of bike share (such as Hubway) among minority and lower-income residents of the region, and has already conducted several focus groups on the issue in late 2014.

In Somerville and Chinatown, our staff is working with residents who live near highways to study the effects of roadway pollution in collaboration with Tufts University researchers, with an eye toward making policy and development changes to mitigate negative health impacts of living near high-volume traffic and related air pollutants.

This past summer, the public health division combined traditional place-based planning with a pilot **"photovoice"** project, which offers residents the opportunity to show via digital photography the assets and drawbacks of their neighborhoods, as a way to visually showcase opportunities for better planning. A photovoice project in East Boston engaged underrepresented residents in the photography project, offering them a voice in deciding which unsafe intersections, sidewalks, plazas and roads should get attention from the city. Boston will consider the areas identified using photovoice for funding toward safety improvement in 2015.
A similar placemaking photovoice project in Malden this year won a Social Advocacy Award from the Massachusetts Chapter of the American Planning Association alongside local health partner "Malden is Moving."

Democratizing data remains a core service MAPC provides to cities, towns, residents, journalists and researchers. This year, our Data Service staff created a new version of our DataCommon website for Central Massachusetts. This next generation of the DataCommon features a new design with added features such as downloadability and cataloging. The Boston area will get an enhanced DataCommon in 2015 thanks to continued support from the Barr Foundation. MAPC's Data Center is also building up the development database this year at MAPC's Development Database. This site catalogs current and planned development projects

and helps our staff track the region's growth and forecast its future around housing and employment.

This summer, our Data Services staff debuted the **The Massachusetts Housing Data Portal,** a groundbreaking website rich with housing figures on every municipality in the state. Featuring information on demographics that previously took weeks to generate, this new portal allows citizens and experts alike compare towns with their neighbors and to access visualizations, statistics, text and metadata at the click of a button, with full downloads available and staff support from MAPC just an email away.

Finally, in addition to these new areas of work, our data staff continues to provide modeling and indicators training nationally, and trains users locally in accessing the latest Census figures and the MetroBostonDataCommmon. Trainings are offered every month; find the next one at mapc.org.

MAPC has piloted the notion of **integrated energy planning** for Greater Boston over the last few years. Our Clean Energy division provides a range of technical assistance services to communities, including comprehensive local energy planning, energy-related technical assistance, and regional procurement. Our goal is to advance markets for clean technology while reducing greenhouse gas emissions and dependence on fossil fuel consumption. Our Local Energy Action Program (LEAP) helps communities plan and implement local clean energy projects, and we also offer solar development, LED streetlight retrofits, and expertise to help cities and towns share energy staff. We currently have 17 communities in our collective procurement to bring solar to municipal rooftops, ground mounted arrays and parking canopies, and we have helped 16 cities and towns to select a contractor to complete LED streetlight retrofits, with five more coming in 2015. Together, completed retrofits have replaced upwards of 15,000 traditional streetlights in Arlington, Chelsea, Natick, Sharon, Winchester, Woburn and soon Somerville, saving approximately 5.5 million pounds of carbon dioxide equivalent emissions annually.

A great first step toward getting involved with MAPC's clean energy services is to visit our online Clean Energy Toolkit which has step-by-step instructions for instituting a clean energy strategy in your city or town.

One of the many ways we help cities and towns save money is to assist them in creating regional partnerships with their neighbors. Often, smaller towns and cities lack the resources to provide full time services for every local department, so we help them form regional entities for such services as energy planning, public health, public safety and more. MAPC staff is working with a group of policy chief and town officials in MetroWest to **regionalize animal control services** this year. We are studying facilities, personnel, equipments costs and scope of services already provided, and will recommend a plan of action for Ashland, Framingham, Hopkinton, Holliston, Sherborn, and Natick to combine animal control.

The state's Executive Office of Public Safety will continue engaging MAPC as fiduciary agent for the **Homeland Security Program** in Massachusetts, giving us oversight of the state's central, northeast, southeast and western Homeland Security regions. We provide management,

administrative, and planning support to these four regions and their local advisory councils. We also work with our counterpart regional planning agencies (or RPAs) in those areas, including the Central Massachusetts Regional Planning Commission, Southeastern Regional Planning and Economic Development District, and the Franklin Regional Council of Governments. We look forward to continuing our work with EOPSS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

Our municipal collaboration team also works to secure cost savings for public works, police, and fire departments across Eastern Massachusetts through our collective purchasing program. This year, orders for fire apparatus and ambulances totaled $25.5 million, or 73 pieces of equipment. On the police and DPW side, total sales numbered $29.5 million in 2014, or 757 units ranging from police vehicles to public works trucks.

As part of this work, we facilitate the Northeast Region Homeland Security Advisory Council, or NERAC. NERAC operates three "cache" sites packed with equipment designed to help the region respond to natural and man-made disasters. These three sites, in Beverly, Lexington and Framingham, keep resources such as road signs, generators, cots, light towers and more at the ready for cities and towns to use in times of emergency. More than $2.4 million has been invested into this system to provide resources that are too costly for individual municipalities to purchase and maintain, keeping the region safer for all residents and better equipped to respond to major events.

Effective **community engagement** is central to the way we do all our work. We strove this year to enhance our role as educators and engineers of inclusive planning processes by piloting newer, more effective ways of gathering public input and reaching under-represented communities this year—including communities of color, lower- and moderate-income groups, youth, the elderly, and those with language isolation.

In our work in Downtown Framingham and along Boston's Fairmount corridor, we used techniques such as translation, interpretation, open house meeting formats and leading community tours to increase engagement and participation.

Internally, we are helping our staff to share effective engagement techniques through "talkshops" over lunch and a brown bag series on knowledge sharing. We've also stepped up our efforts to track how well our work promotes and advances equity in the region, and will be unveiling an interactive online map this year for the public to see how and where we are doing our work.

Building off the momentum and success of our Sustainable Communities regional planning grant, MAPC has this year opened up new opportunities for cities and towns to contract with our staff for technical assistance. Upwards of 10,000 people participated in public meetings for Sustainable Communities projects in our region, and we are eager to continue building off the success of that program in implementing our bold regional plan, MetroFuture. Our new **Planning for MetroFuture program** will fund dozens of new local projects in 2015, helping us to continue promoting smart growth and regional collaboration for all who live and work in the 101 cities and towns of Metro Boston.

To view MAPC's full Annual Report, visit http://2014.mapc.org/.

NORFOLK COUNTY REGISTRY OF DEEDS

William P. O'Donnell, Register

The Registry of Deeds is the principle office for real property records in Norfolk County. The Registry receives and records hundreds of thousands of documents annually. It is a primary and indispensable resource for title examiners, mortgage lenders, municipalities, homeowners, and other individuals with a need for land record information.

The Registry operates under the supervision of the elected Register, William P. O'Donnell. In continuous operation for more than two hundred years, the Registry's mission has remained the same; to maintain and provide for accurate, reliable and accessible land records to all residents and businesses of Norfolk County.

2014 Registry Achievements

- Register William P. O'Donnell and his staff continue their direct outreach to town halls, senior centers and civic groups across Norfolk County to provide Registry services. Register O'Donnell held office hours at the Needham Town Hall on January 16th.

- The Registry of Deeds newly renovated full service telephone and walk-in Customer Service and Copy Center continues to provide residents and businesses with quality service in all areas of Registry operations.

- Electronic recording continues to expand with 26,687 documents recorded electronically and 3 million in recording fees collected in 2014.

- The internet library of images, accessible to the public through the Registry of Deeds' online research system at www.norfolkdeeds.org continues to expand. Today all documents dating back to the first ones recorded in 1793 - are available for viewing.

- This year numerous technological improvements were implemented including upgrades to the registry server and network infrastructure. The Registry's website www.norfolkdeeds.org is routinely updated and enhanced to include the latest resources such as real estate statistics and news, answers to frequently asked questions and the newest consumer programs available to the public.

- Continued improvements to the physical and structural appearance of the historic Registry Building built in 1903, highlighted by the installation of a new phone system throughout the facility, along with additional shelving units to meet future document storage demands.

- Register O'Donnell hosted several free computer seminars at the Registry to provide hands-on-training to the public, including trade groups, on how to access land record information using the Registry's new website technology.

Needham Real Estate Activity Report
January 1, 2014 – December 31, 2014

During 2014, real estate activity in Needham saw increases in total sales volume and average sales price.

There was a 30% decrease in documents recorded at the Norfolk County Registry of Deeds for Needham in 2014, resulting in a reduction of 2,709 documents from 9,014 to 6,305.

The total volume of real estate sales in Needham during 2014 was $603,382,375, which showed a 9% increase from 2013. The average sale price of homes and commercial property was up 16% in Needham. The average sale was $1,125,713.

The number of mortgages recorded (1,427) on Needham properties in 2014 was down by 35% from the previous year. Total mortgage indebtedness decreased by 30% to $897,452,741 during the same period.

There was 1foreclosure deed filed in Needham during 2014, representing a 67% decrease from the previous year when there were 3 foreclosure deeds filed.

Homestead activity decreased by 3% in Needham during 2014 with 647 homesteads filed compared to 670 in 2013.

Finally, our objective at the Registry will always be to maintain, secure, accurate and accessible land records for the residents and businesses of Norfolk County. It is a privilege to serve you.

Respectfully submitted by,

Bill O'Donnell

William P. O'Donnell
Norfolk County Register of Deeds

NORFOLK COUNTY MOSQUITO CONTROL DISTRICT

David A. Lawson, Director

NCMCD operations apply an Integrated Pest Management (IPM) approach to mosquito control that is rational, environmentally sensitive, and cost effective.

SURVEILLANCE

We are engaged in an intensive monitoring process through weekly field collections and data analysis in collaboration with the Massachusetts Department of Public Health (MDPH) to detect for disease-vectoring mosquitoes. Virus isolations assist us in focusing our surveillance to hot zones thereby allowing us to alert nearby towns of a potential epidemic.

Virus Isolations in the town:	No virus isolations in 2014
Requests for service:	91

WATER MANAGEMENT

Communication with residents and town/state/federal officials, site visits, monitoring, wildlife management, and land surveys while maintaining regulatory compliance is integral to the management of waterways that may contribute to mosquito breeding. Pre- to post-management documentation allows us to assess the efficacy of our work.

Culverts cleared	13 culverts
Drainage ditches checked/hand cleaned	10,100 feet
Intensive hand clean/brushing*	300
Mechanical water management	0
Tires collected	0

* *Combination of brush cutting and clearing of severely degraded drainage systems or streams by hand.*

LARVAL CONTROL

When mosquito larval habitat management is not possible, larval mosquito abatement is the most environmentally friendly and effective method of disease control. An intensive monitoring program, aides in our decision to effectively target culprit locations.

Spring aerial larvicide applications (April)	298.9 acres
Summer aerial larvicide applications (May – August)	0 acres
Larval control - briquette & granular applications by hand	5.8 acres
Rain basin treatments – briquettes by hand (West Nile virus control)	1,880 basins
Abandoned/unopened pool or other manmade structures treated	0 briquets

ADULT CONTROL

Adult mosquito control is necessary when public health and/or quality of life is threatened either by disease agents, overwhelming populations, or both. Our rigorous surveillance program, along with service request data and state of the art GPS and computer equipment, allows us to focus our treatments to targeted areas.

Adult aerosol ultra low volume (ULV) applications from trucks 3,242 acres

NORFOLK COUNTY

TOWN OFFICIALS 2014

ELECTED

Assessors
Damon Borrelli
Thomas P. Colarusso
Kurt Ochalla (elected 4/8/14)

Board of Health
Edward V. Cosgrove, Ph.D.
Stephen K. Epstein
Jane Fogg

Commissioners of Trust Funds
Barry Coffman
Joseph P. Scalia
Heydon David Traub

Constables
Paul F. Hunt
Charles G. Wright

Housing Authority
Scott Brightman (elected 4/8/14)
Andrew Lewis Cohen
William DeBear
Peter J. Pingatore
Reginald Foster (State Appointee)

Moderator
Michael K. Fee

Park and Recreation Commission
Cynthia J. Chaston
David DiCicco
Thomas M. Jacob
Michael J. Retzky
Matt Toolan (elected 4/8/14)

Planning Board
Bruce T. Eisenhut
Elizabeth Grimes
Martin Jacobs
Jeanne S. McKnight
Sam Bass Warner

School Committee
Joseph P. Barnes
Connie Barr
Heidi C. Black
Michael Greis
Susan Neckes
Kim Marie Nichols
Aaron Pressman (elected 4/8/14)

Selectmen
John A. Bulian
Matthew D. Borelli
Marianne B. Cooley (elected 4/8/14)
Maurice P. Handel
Daniel P. Matthews

Town Clerk
Theodora K. Eaton

Trustees of Memorial Park
Mark Forbes
John Gallello
James Healy (appointed 5/1314)
Charles J. Mangine
Joseph J. McSweeney (through March 2014)
Ron Sockol

Trustees of Public Library
Lois C. Bacon
Rose Doherty
Richard Hardy
Thomas M. Harkins
Margaret Pantridge
Gregory John Shesko
Carol Jean Thomas (elected 4/8/14)

APPOINTED BY THE BOARD OF SELECTMEN

Town Manager
Kate Fitzpatrick

Town Counsel
David S. Tobin

Ad Hoc Insurance Advisory Committee
Richard Davis
David Davison (ex officio)
Niels H. Fischer
Albert H. Shapiro
Paul Winnick

Board of Appeals
Peter Friedenberg
Howard S. Goldman
Jon D. Schneider
Jonathan D. Tamkin
Kathleen Lind Berardi

Cable Television / Advisory Committee
Michael Greis
Peter E. Hess
Tom Loughran
Dan Schwartz (appointed 4/22/14)
Jonathan D. Tamkin

Commission on Disabilities
Susan Crowell
Leon Foster
Debbi Heller
Bruce A. Howell
Jeanie Martin
Karen Peirce
Elaine Saunders
Patrice Snellings (associate member)
Andy Wise
Colin (Dale) T. Wise

Conservation Commission
Paul Alpert
Janet Bernardo
Artie Crocker (appointed 716/13)
Stephen Farr
Peter Oehlkers (appointed 6/26/13)
Sharon Soltzberg
Lisa Standley

Cultural Council
Claire Dee Ecsedy
David Ecsedy
Joanne Feinberg (appointed 3/11/14)
Mary Murphy Hensley (appointed 4/9/14)
Michael Labrecque
Ronald Lowry (appointed 4/9/14)
Kristen Mazzocchi (appointed 4/914)
Elise Miller (appointed 4/9/14)
Betty M. Mosley
Elizabeth Wells

Council of Economic Advisors
Peter Atallah (appointed 2/25/14)
Damon Borrelli (resigned 1/1/14)
Matt Borrelli
Glen Cammarano
Walter Collins (resigned 1/1/14)
William Day
Elizabeth Grimes
Maurice P. Handel
Bob Hentschel
Bruce Herman
Richard Putprush (appointed 3/8/14)
Tom Jacob
Martin Jacobs
Brian Nadler
Janet O'Connor
Matt Talcoff
Michael Wilcox

Golf Course Advisory Committee
Steven Carlson (appointed 9/17/13)
Roy Cramer
Daniel Dain
Michael Mahoney
Richard M. Reilly
Jon Schneider
MaryGrace Summergrad

Historical Commission
Robert Boder
Carol J. Boulris
Rose Doherty (appointed 6/24/14)
Gloria P. Greis
Richard C. Hardy
Jeffrey Heller (appointed 8/20/13)
Miles Shore, M.D.

Human Rights Committee
Abdul Cader Asmal
Cynthia Ganung
Liora Harari
Amelia Klein
John Schlittler
Albert "Bud" Schram (appointed 4/22/14)
Marlene Schultz
Mike Vaughn

Local Emergency Planning Committee
Jane Abel
Lindsay Acomb
Jim Alessandroni
Donald Anastasi
Bill Arsenault
Diana Baccari
Connie Barr

Janice Berns
Tamatha Bibbo
Seymour Bigman
Megan Bonomolo
Stacey Brady
Paul Buckley
Bill Burke
Kevin Burke
Tom Campbell
Erin Carcia
Donna Carmichael
Anne Clark
Christopher Coleman
Dennis Condon
Phil Droney
Meg Femino
Kate Fitzpatrick
Wolfgang Floitgraf
John Fountain
John Gavin
Natasha Gglusco
Mike Gibbons
Alan Glou
Michael Greis
Sheila Hamwey
Edie Janas
Charlotte Kelly
Joanne Kossuth
John Kraemer
Chip Laffey
Mary Lammi
Maria Lastoria
Ken LeClair
Kathy Lewis
Robert Lewis
Roger MacDonald
Heather MacKay
Joe Mackinnon
Marc Mandel
Ann Martello
Justin McCullen
Timothy McDonald
Meghan McDonald
Richard Merson
Karen Mullen
Susan Pacheco
Jason Pereira
James Pollard
Rachel Potts
Carol Read
David Roche
Vincent Roy
Gary Schwartz
Mike Schwinden
Chris Seriac
Samantha Sherman
Aaron Sicotte
Mimi Stamer
Pam Sullivan
John Thuo
Kevin Trottier
Annemarie Walsh

Needham Community Television Development Corporation (NCTDC)

Robert Boder
John Fountain (resigned 4/9/14)
Arnold M. Goldstein
Michael Greis
Peter E. Hess
Tom Loughran
Dan Schwartz (appointed 4/22/14)
Michael J. Riley (appointed 4/22/14)
Robert Stegman
Jonathan Tamkin

Needham Community Revitalization Fund Committee

William Dermody
Carol de Lemos
Paul Good
Timothy Kickham
MaryRuth Perras

New Year's Needham Committee

Christopher Cox
Artie Crocker
Marci Cutler
David Ecsedy
Sheri Edsall
Walter McDonough
Kim McCollum
Jim Moonan
Suzanne Saevitz
Nancy Spargo Barber

Property Tax Assistance Committee

Jill C. Kahn-Boesel
Elizabeth Handler
Peter Hess
Thomas Mulhern
Evelyn Poness (ex officio)

Registrars of Voters
Ann Cosgrove
John W. Day
Barbara B. Doyle
Theodora K. Eaton (ex officio)

Solid Waste & Recycling Advisory Committee
William Connors
Albert Cooley
Jeffrey Heller
Pralay Som
Irwin Silverstein

Taxation Aid Committee
Elizabeth Handler
Patricia Harris
Thomas J. Mulhern
Helen Newton
Evelyn Poness (ex officio)

Technology Advisory Board
David Davison (ex officio)
Wade Davis
Kenny Freundlich
Deb Gammermon (ex officio)
Ann Gulati (ex officio)
Clifford Hayden
Joanne Kossuth (non-voting Tech Advisor)
Roger MacDonald (ex officio)
Michael Mathias
Carl Rubin

Traffic Management Advisory Committee
Anthony DelGaizo
Stephen Delisi (appointed 3/18/14)
John Kraemer
Jeffrey MacMann
Robert Meltzer
Richard Merson
Donna Mullin
Mark Rosen
Glen Schneider

Water and Sewer Rate Structure Committee
John P. Cosgrove, Jr.
Tom Loughran
Nick Renzulli
Steve Rosenstock (appointed 3/25/14)
John Tallarico

APPOINTED BY THE MODERATOR

Finance Committee
John Connelly
Richard S. Creem
James Flinton
Richard Lunetta
Louise Miller
Richard Reilly
Lisa Zappala
Richard Zimbone

Personnel Board
John Dennis (resigned 3/19/14)
Patricia A. Forde
Joseph Herlihy
Vivian Hsu
Richard Lunetta

OTHER APPOINTED BOARDS

(Appointing Authority)

Community Preservation Committee
Janet Bernardo *(Conservation Commission)*
Robert Boder *(Historical Commission)*
Lita Young *(Board of Selectmen)*
Sam Bass Warner *(Planning Board)*
Reginald Foster *(Housing Authority)*
Mark Gluesing *(Moderator)*
Gary Crossen *(Board of Selectmen)*
Mike Retzky *(Park & Recreation)*

Council on Aging
Scott Brightman
Roma Jean Brown (resigned 5/18/14)
Ed Cosgrove
Carol de Lemos
Phyllis Fanger
Daniel Goldberg
Susanne Hughes
Eilene Kleiman
Andrea Rae
Lianne Relich
Colleen Schaller

Contributory Retirement Board
Kate Fitzpatrick
John P. Krawiecki, by vote of employees and retirees
Robert Mearls, by members of the Retirement Board
Evelyn M. Poness
Thomas A. Welch, II, by vote of employees and retirees

Design Review Board
Artie Crocker (alternate) *(Board of Selectmen)*
Robert Dermody *(Board of Selectmen)*
Nelson Hammer *(Planning Board)*
Mark Gluesing *(Board of Selectmen)*
Richard M. Reilly, Jr. (alternate) *(Board of Selectmen)*
Deborah Robinson *(Planning Board)*
Stephen Tanner *(Planning Board)*

Future School Needs Committee
Heidi Black *(Parent Teacher Council)*
David P. Coelho *(Board of Selectmen)*
Susan Neckes *(School Committee)*
Ann DerMarderosian *(Finance Committee)*
James Lamenzo *(Moderator)(resigned 1/6/14)*
Marjorie Margolis *(Moderator)*
Catherine O'Brien *(Moderator) (app 3/2014)*
Mary Riddell *(League of Women Voters)*
Ismael Dambolena *(Planning Board) (appointed 4/1/14)*

Permanent Public Building Committee
(Mixed appointing authority for all)
Stuart Chandler
Natasha Espada
John J. Keene, Jr.
George Kent
Steven Popper, Dir. Constr. & Renovation (ex-officio)
Paul Salamone
Roy Schifilliti
Irwin Silverstein

Transportation Committee
Duncan Allen *(Board of Selectmen)*
Richard Creem *(Board of Selectmen)*
Linda Hoard *(Planning Board)*
David Montgomery *(Moderator)*
Steven McKnight *(Planning)*
Denise Garlick *(Ex-Officio)*

Youth Commission
David Bookston *(School Committee)*
Karen Folb *(Park & Recreation)*
Justin Jones *(School Committee)*
Kevin Keane *(appointed 10/22/13)*
Regina Longley *(School Committee)*
Susan Patkin *(Moderator)*
Vincent Springer *(Police Dept)*
Julie Stevens *(Finance Committee)*
Debbie Winnick *(Board of Selectmen) (resigned 10/1/13)*

APPOINTED BY TOWN MANAGER

Animal Control Officer
Danielle Landry

Assistant Director of Public Works
Robert Lewis

Assistant Town Manager/Finance Director
David Davison

Assistant Town Manager/Dir. Of Operations
Christopher Coleman

Director of Emergency Management
Paul F. Buckley, Jr.

Director of Information Technology
Roger S. MacDonald

Director of Public Works
Richard P. Merson

Director, West Suburban Veterans Services District
Stanley Spear

Veterans' Burial Agent/Veterans' Graves Officer
Bill Topham

Fire Chief / Superintendent of Fire Alarms/Forest Warden
Paul F. Buckley

Inspector of Buildings
David Roche

Inspector of Plumbing and Gas
William Kinsman

Inspector of Wiring
Scott Chisholm

Police Chief / Keeper of the Lockup
Philip E. Droney

Supervisor, Garage & Equipment
Bill Stockwell

Superintendent, Highway
Rhainhardt Hoyland

Superintendent, Parks /Forestry Tree Warden
Edward Olsen

Superintendent, Water/Sewer
Vincent Roy

Town Accountant
Michelle Vaillancourt

Town Engineer
Anthony Del Gaizo

Treasurer and Tax Collector
Evelyn M. Poness

Administrative Assessor
Hoyt Davis

Assistant Town Clerk
Helen Atkinson

Director of Public Facilities - Construction
Steven Popper

Director of Public Facilities - Operations
Chip Laffey

Director of Public Health
Janice Berns

Director of Youth Services
Jon Mattleman

Environmental Health Agent
Tara Gurge

Executive Director, Council on Aging
Jamie Brenner Gutner

Library Director
Ann MacFate

Planning Director
Lee Newman

Park and Recreation Director
Patricia M. Carey

APPOINTED BY ELECTED OR APPOINTED BOARDS

Executive Director, Needham Housing Authority
Debra Jordan

Executive Secretary to Finance Committee
Louise Mizgerd

Superintendent of Schools
Daniel E. Gutekanst

FISCAL YEAR 2014 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
A	Bailey	Erik J.	2015	A	Scott	James Allan	2016
A	Butchart	Scott D.	2015	A	Silverstein	Irwin	2016
A	Creem	Richard S.	2015	A	Silverstein	Nina	2016
A	Diodato	John F.	2015	A	Spector	Rhonda K.	2016
A	Gratz	Donald B.	2015	A	Davidson	Alan J.	2017
A	Miller	Rachel B.	2015	A	Genova	John D.	2017
A	Sargent	Elizabeth M.	2015	A	Gosmon	Cheryl A.	2017
A	Spiros	Van J.	2015	A	Keane-Hazzard	Mary E.	2017
A	Carothers	Dennis	2016	A	O'Brien, Jr.	Norman F.	2017
A	Herrick	Walter D.	2016	A	Schneider	Louise I.	2017
A	Miller	Michael S.	2016	A	Spiros	Carolyn M.	2017
A	Nissen	Suzanne Fiering	2016	A	Sterling	Nicholas P.	2017
B	Borrelli	Damon J.	2015	B	Freedberg	Richard M.	2016
B	Borrelli	Marianna	2015	B	Markell	Lori A.	2016
B	Jacob	Thomas M.	2015	B	Rovner	Gerald C.	2016
B	Limaj	Michelle Bess	2015	B	Von Herder	Dorothea	2016
B	McConchie	Scott	2015	B	Freedberg	Cathy M.	2017
B	Nicols	Kim Marie	2015	B	Grimes	Elizabeth Jane	2017
B	Shapiro	Stacie M.	2015	B	Harris	David C.	2017
B	Toran	Sarah Ann	2015	B	Kurkjian	Catherine E.	2017
B	Arren	Francis G,	2016	B	Moody	Richard B.	2017
B	Baierlein	George	2016	B	Pendergast	Kevin T.	2017
B	Doyle	William G.	2016	B	Rooney	Jodi Lynn	2017
B	Frankenthaler	John J.	2016	B	Rosenstock	Steven M.	2017
C	Alpert	Paul S.	2015	C	Hoffmeister, Jr.	George W.	2016
C	Barnes, Jr.	Joseph P.	2015	C	Landau	R. Cynthia	2016
C	Brightman	Scott M.	2015	C	Young	Adelaide C.	2016
C	Cox, Jr.	Gilbert W.	2015	C	Zappala	Lisa W.	2016
C	May	Adam L.	2015	C	Alpert	Peter A.	2017
C	Neckes	Susan B.	2015	C	Barnett	Bruce S.	2017
C	Tillotson	Paul B.	2015	C	Callanan	Paula R.	2017
C	Tobin	Sandra Balzer	2015	C	Cox	David R.	2017
C	Cox	Angela M.	2016	C	Gluesing	Mark J.	2017
C	Dugan, Jr.	William H.	2016	C	Lueders	Carl J.	2017
C	Goldberg	Lois R.	2016	C	Masterman	James D.	2017
C	Haslip	John H.	2016	C	Miller	Louise L.	2017
D	Black	Heidi C.	2015	D	Niden	Michael L.	2016
D	Clarke	Holly Anne	2015	D	Pressman	Aaron M.	2016
D	Cramer	Roy A.	2015	D	Remorenko	Aaron	2016
D	D'Addesio	Kathryn L.	2015	D	Walitt	Arthur	2016
D	Der Marderosian	Ann	2015	D	Burgiel	Lori L.	2017
D	Eisenhut	Bruce T.	2015	D	Conturie	Cynthia L.	2017
D	Lewis	Kathleen M.	2015	D	Donald	Ross M.	2017
D	Shesko	Gregory John	2015	D	Levy	Joshua W.	2017
D	Crimlisk	Thomas John	2016	D	Lunetta	Richard J.	2017
D	Dhanda	Michelle C. S.	2016	D	Mann	Richard S.	2017
D	Foster	Reginald C.	2016	D	McNeill	Gary B.	2017
D	Gerstel	Christopher J.	2016	D	Soisson	Thomas F.	2017

FISCAL YEAR 2014 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration	Precinct	Last Name	First/Middle Name	Term Expiration
E	Barr	Constance S.	2015	E	Ruth	Ronald W.	2016
E	Chaston	Cynthia J.	2015	E	Siegenthaler	Paul A.	2016
E	Cosgrove	Ann M.	2015	E	Silverstein	Gerald	2016
E	Fachetti	Carol A.	2015	E	Weiner	Theodore	2016
E	Peckham	Ford H.	2015	E	Braman	Robert R.	2017
E	Retzky	Michael J.	2015	E	Crowell	Theodore M.	2017
E	Robey	Philip V.	2015	E	Cummings	Lawrence R.	2017
E	Tormey	Kevin M.	2015	E	Durda	Paul J.	2017
E	Cosgrove III	Edward V.	2016	E	Francesconi	Irene M.	2017
E	Decker	Walter T.	2016	E	George	Linda J.	2017
E	Greendlinger	Risa J.	2016	E	Stevens	Julie E.	2017
E	Mullen	Kurt M.	2016	E	Wolfe	Cynthia J.	2017
F	Borrelli	Alison S.	2015	F	Muldoon	Kenneth Scott	2016
F	Connelly	John P.	2015	F	Okerman	William J.	2016
F	Davis	Richard W.	2015	F	Price	Karen N.	2016
F	Davis	Gail E.	2015	F	Verdun	Michael L.	2016
F	Milligan	John F.	2015	F	Cohen	Lawrence J.	2017
F	Sexton	Jennifer S.	2015	F	Goldin	Rochelle E.	2017
F	Winnick	Deborah S.	2015	F	Goldstein	Carl	2017
F	Zoppo	William A.	2015	F	Kirk	John P.	2017
F	Coffman	Barry J.	2016	F	MacMahon	Mary Anne	2017
F	Heller	Jeffrey D.	2016	F	McDonough	Barry R.	2017
F	Kalish	Leslie A.	2016	F	McKay	Michael	2017
F	McIver	Carolyn R.	2016	F	Piltch	Mary E.	2017
G	Abbott	Susan W.	2015	G	Freundlich	Kenneth B.	2016
G	Buckley	Patricia B.	2015	G	Kaufman	Gary Michael	2016
G	Dirks	Katy M.	2015	G	Konieczynski	David	2016
G	Gallagher	Fran	2015	G	Tierney	Timothy P.	2016
G	Harkins	Thomas M.	2015	G	Attridge	Paul H.	2017
G	McCaffrey	Maureen T.	2015	G	Blake	Julia C.H.	2017
G	McGarvey	Susan B.	2015	G	DeMeis	Richard	2017
G	Welby	Susan	2015	G	Dermody	Robert J.	2017
G	Beacham, Jr.	Peter W.	2016	G	Keyes	Georgina Y.	2017
G	Crawford	Michael J.	2016	G	Pittman	Andrew J.	2017
G	Crimmings	John D.	2016	G	Robey	Kathleen D.	2017
G	Distler	Michael A.	2016	G	Smart, Jr.	Robert T.	2017
H	Brinkhaus	Heinz R.	2015	H	Kristeller	Jeffrey E.	2016
H	Cruickshank	M. Patricia	2015	H	London	Laura	2016
H	Gillogley	Thomas Edward	2015	H	Savage Jr	Richard J.	2016
H	Handler	Elizabeth P.	2015	H	Shapiro	Jeffrey S.	2016
H	Larsen	Robert Y.	2015	H	Cosentino	Julia Satti	2017
H	Margolis	Marjorie M.	2015	H	Kardok	Michael C.	2017
H	Milligan	Paul T.	2015	H	McCarthy	Nancy E.	2017
H	Reilly	Richard M.	2015	H	McDonough	Mark	2017
H	Avedikian	Isabel F.	2016	H	Noonan	Terence P.	2017
H	Diener	Michael A.	2016	H	Olive	Peter R.	2017
H	Han	Karen E.	2016	H	Wu	Harmony H.	2017
H	Kingston	John A.	2016	H	Zimbone	Richard A.	2017

FISCAL YEAR 2014 TOWN MEETING MEMBERS

Precinct	Last Name	First/Middle Name	Term Expiration
I	Atallah	Peter D.	2015
I	Denver	Paul F.	2015
I	Escalante	David J.	2015
I	Glaskin	Todd L.	2015
I	O'Leary	John P.	2015
I	Robey III	Paul	2015
I	Sockol	Lois F.	2015
I	Sockol	Ron	2015
I	Bernardo	Janet Carter	2016
I	Crocker	Artie R.	2016
I	Ecsedy	Claire Dee	2016
I	Ochalla	Josephine	2016
J	Arrieta-Ruetenik	Georgina A.	2015
J	Dermody	William R.	2015
J	DiCicco	David C.	2015
J	Epstein	Stephen K.	2015
J	Greis	Michael J.	2015
J	Mullin	Donna M	2015
J	Orozco	Sara	2015
J	Tedoldi	M. Kathleen	2015
J	Borowsky	Mark L.	2016
J	Deutsch	Robert E.	2016
J	Keane	Kevin J.	2016
J	Kent	George F.	2016
TMM At-Large	Selectman	Borrelli, Matthew D.	2014
TMM At-Large	Chm, Selectman	Bulian, John A.	2014
TMM At-Large	Chm., Park & Recreation Commission	Chaston, Cynthia J.	2014
TMM At-Large	Chm., Board of Assessors	Colarusso, Thomas P.	2014
TMM At-Large	Selectman	Cooley, Marianne B.	2014
TMM At-Large	Town Clerk	Eaton, Theodora K.	2014
TMM At-Large	Moderator	Fee, Michael K.	2014
I	Pingitore	Peter J.	2016
I	Renzulli	Nicholas S.	2016
I	Weinstein	Anne W.	2016
I	Whitney	Kathleen D.	2016
I	Bagshaw	Lisa Dannibal	2017
I	Ecsedy	David J.	2017
I	Kahn-Boesel	Jill C.	2017
I	Murphy	Lorraine M.	2017
I	Sexton	Nancy E.	2017
I	Supple	David Paul	2017
I	Tibma	Mary D.	2017
I	Walsh	Maura O.	2017
J	Montgomery	David P.	2016
J	Mooney	Christopher	2016
J	Panov	Peter Sergey	2016
J	Urwitz	Carol I.	2016
J	Barker	Catherine J.	2017
J	Bonasia	James S.	2017
J	Chandler	Stuart B.	2017
J	Downs	Robert A.	2017
J	Mather	Marcia C.	2017
J	Mathias	Michael M.	2017
J	Murphy	Jane B.	2017
J	Shannon	Karen R.	2017
TMM At-Large	Chm, Board of Health	Fogg, Jane	2014
TMM At-Large	Chm., Memorial Park Trustees	Gallello, John S.	2014
TMM At-Large	Chm, School Committee	Greis, Michael J.	2014
TMM At-Large	Selectman	Handel, Maurice P.	2014
TMM At-Large	Chm, Trustees of Public Library	Hardy, Richard C.	2014
TMM At-Large	Chm, Planning Board	Jacobs, Martin	2014
TMM At-Large	Selectman	Matthews, Daniel P.	2014

FY 2014 TOWN OF NEEDHAM RETIREE INFORMATION

RETIREMENTS	DEPARTMENT	YEARS OF SERVICE
Christine Arren	School	22 years 10 months
Janice Berns	Town	22 years 8 months
Raymond Bigelow	Fire	33 years
Barry Carloni	Fire	41 years. 5 months
Mary D'Eon	School	32 years 11 months
Krishna Dasgupta	School	12 years 11 months
John Donovan	Public Facilities	12 years 1 months
Kenneth Gustowski	Public Facilities	40 years 3 months
John Hastings	Public Facilities	24 years
Christine Hayes	School	30 years 2 months
James Krawiecki	Police	32 years 6 months
Jane Lischewski	Town	10 years 1 month
Bonnie Montgomery	Fire	28 years
Joseph O'Brien Sr.	Police	35 years 1 month
Kathleen O'Keeffe	School	18 years 1 month
Stephen O'Neill	Town	23 years 11 months
Chicako Park	Town	20 years 9 months
Carol Rosenstock	Town	15 years 1 months
Judith Sees	School	18 years
Lawrence Weaver	Town	34 years 10 months
Richard Witz	Public Facilities	30 years

IN MEMORIUM

RETIREMENTS	DEPARTMENT	YEARS OF SERVICE
Violet Arnott	Hospital	24 years 8 months
Catherine Bedigan	Hospital	17 years 7 months
Antoinette Bellomo	Fire - survivor	38 years 5 months
Evelyn Brannen	Public Works	17 years 3 months
Evelyn Brown	Hospital	25 years 7 months
Helen Card	Hospital	15 years 2 months
Joseph Carey	Town	11 years 2 months
Mildred Chudzik	Hospital	19 years 11 months
Regina Coughlin	School	12 years 4 months
Joan Cummings	Public Works	21 years 3 months

RETIREMENTS	DEPARTMENT	YEARS OF SERVICE
Dario Ferreri	Public Works	27 years 3 months
Sheila Foley	Fire – survivor	35 years 11 months
Irene Glidden	Public Facilities – survivor	3 years 9 months
Alice Griffin	Town	9 years 3 months
Gina Haszard	Town	13 years
Beatrice Hoffman	Hospital	14 years 9 months
Willis Jeeves	School	20 years 7 months
Beatrice Keith	School	20 years 4 months
Alice Kent	Hospital	16 years 7 months
Robert Lanigan	Public Works	38 years 9 months
Timothy Lilley	Public Facilities	15 years
Bruce Nagler	Public Works	20 years
Beatrice Savignano	Public Works – survivor	36 years 2 months
Thomas Thornton	Public Facilities	26 years 4 months
Donna Vigliano	Hospital	20 years 4 months
Isolina Wallace	School	21 years 8 months

APPENDICES

Town of Needham
General Fund
Balance Sheet
Year Ended June 30, 2014

	General
ASSETS	
Cash and short-term investments	$17,219,039.00
Investments	$16,957,683.00
Receivables:	
Property taxes	$3,752,853.00
Excises	$857,407.00
Departmental	$1,069,181.00
Intergovernmental	$6,256,332.00
Betterments	$0.00
Other	$46,390.00
Other assets	$0.00
Total Assets	**$46,158,885.00**
LIABILITIES	
Warrants and accounts payable	$884,602.00
Deferred revenue	$0.00
Accrued liabilities	$4,373,846.00
Due to other Governments	$0.00
Taxes collected in advance	$0.00
Refunds payable	$402,764.00
Other liabilities	$200,191.00
Total Liabilities	**$5,861,403.00**
Deferred Inflows of Resources	**$11,732,710.00**
FUND BALANCES	
Nonspendable	$0.00
Restricted	$869,983.00
Committed	$9,561,267.00
Assigned	$4,888,245.00
Unassigned	$13,245,277.00
Total Fund Balance	**$28,564,772.00**
Total Liabilities, Deferred Inflows of Resources, and Fund Balance	**$46,158,885.00**

Town of Needham
Enterprise Funds
Statement of Net Position
Year Ended June 30, 2014

	Solid Waste	Sewer	Water
ASSETS			
Current Assets:			
Cash and short-term investments	$1,955,907.00	$3,850,562.00	$7,021,709.00
Receivables	$231,023.00	$2,342,558.00	$1,873,059.00
Intergovernmental	$0.00	$439,315.00	$0.00
Other current assets	$0.00	$0.00	$0.00
Total Current Assets	$2,186,930.00	$6,632,435.00	$8,894,768.00
Noncurrent Assets:			
Land and construction in progress	$5,007,443.00	$7,969,510.00	$4,884,916.00
Other capital assets, net of accumulated depreciation	$1,783,562.00	$16,312,800.00	$25,038,713.00
Total Noncurrent Assets	$6,791,005.00	$24,282,310.00	$29,923,629.00
Total Assets	**$8,977,935.00**	**$30,914,745.00**	**$38,818,397.00**
LIABILITIES			
Current Liabilities:			
Accounts payable	$163,633.00	$17,783.00	$606,480.00
Accrued payroll	$12,631.00	$21,707.00	$24,479.00
Accrued liabilities	$0.00	$0.00	$0.00
Refunds Payable	$195,617.00	$71,059.00	$7,782.00
Other liabilities	$0.00	$0.00	$0.00
Current portion of long-term liabilities:			
Bonds payable	$100,000.00	$1,020,201.00	$859,835.00
Compensated absences	$53,557.00	$84,658.00	$106,307.00
Total current liabilities	$525,438.00	$1,215,408.00	$1,604,883.00
Noncurrent Liabilities			
Bonds payable, net of current portion	$220,000.00	$8,586,417.00	$5,727,877.00
Total Liabilities	**$745,438.00**	**$9,801,825.00**	**$7,332,760.00**
NET POSITION			
Invested in capital assets, net of related debt	$6,837,663.00	$15,071,300.00	$25,407,246.00
Unrestricted	$1,394,834.00	$6,041,620.00	$6,078,391.00
Total Net Assets	**$8,232,497.00**	**$21,112,920.00**	**$31,485,637.00**

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
	Townwide Budget Group	$35,023,069	$471,113	-$869,040	$34,625,142	-$33,397,352.84	-$177,038.95	-$33,574,391.79	$1,050,750.46
	Board of Selectmen/Town Manager	$794,348		$79,067	$873,415	-$853,332.90	-$2,205.90	-$855,538.80	$17,876.20
	Town Clerk/Board of Registrars	$321,912			$321,912	-$296,715.47	-$2,751.25	-$299,466.72	$22,445.28
	Town Counsel	$305,790			$305,790	-$275,071.92	-$28,243.02	-$303,314.94	$2,475.06
	Personnel Board	$15,600			$15,600				$15,600.00
	Finance Department	$2,472,468			$2,472,468	-$2,275,019.54	-$30,619.21	-$2,305,638.75	$166,829.25
	Finance Committee	$32,893			$32,893	-$32,108.87		-$32,108.87	$784.13
	Planning	$269,399		$6,887	$276,286	-$270,928.07	-$1,693.91	-$272,621.98	$3,664.02
	Community Development	$141,757			$141,757	-$136,127.84	-$107.88	-$136,235.72	$5,521.28
	Police Department	$5,624,023		$6,451	$5,630,474	-$5,303,703.67	-$162,394.73	-$5,466,098.40	$164,375.60
	Fire Department	$6,844,275			$6,844,275	-$6,704,444.65	-$16,487.37	-$6,720,932.02	$123,342.98
	Building Inspector	$559,654			$559,654	-$536,410.31		-$536,410.31	$23,243.69
	Minuteman Assessment	$733,961			$733,961	-$733,961.00		-$733,961.00	
	Needham Public Schools	$53,995,587			$53,995,587	-$52,062,633.60	-$1,610,829.79	-$53,673,463.39	$322,123.61
	Department of Public Works	$5,021,902		$706,635	$5,728,537	-$5,604,727.56	-$90,341.66	-$5,695,069.22	$33,467.53
	Municipal Parking Program	$70,250			$70,250	-$54,422.22	-$13,168.15	-$67,590.37	$2,659.63
	Municipal Lighting Program	$217,804			$217,804	-$116,824.13	-$47,057.03	-$163,881.16	$53,922.84
	Department of Public Facilities	$8,003,190		$70,000	$8,073,190	-$7,129,008.11	-$605,107.24	-$7,734,115.35	$339,074.65
	Health Department	$515,549			$515,549	-$487,058.07	-$18,092.81	-$505,150.88	$10,398.12
	Human Services	$670,348			$670,348	-$617,929.78	-$105.26	-$618,035.04	$52,312.96
	Commission on Disabilities	$550			$550	-$100.33		-$100.33	$449.67
	Historical Commission	$1,050			$1,050	-$33.75		-$33.75	$1,016.25
	Needham Public Library	$1,419,551			$1,419,551	-$1,413,676.69	-$3,334.84	-$1,417,011.53	$2,539.47
	Park & Recreation Department	$574,456			$574,456	-$523,656.82	-$1,873.92	-$525,530.74	$48,925.26
	Memorial Park	$750			$750	-$721.75		-$721.75	$28.25
Townwide & Departments		$123,630,136	$471,113		$124,101,249	-$118,825,969.89	-$2,811,452.92	-$121,637,422.81	$2,463,826.19
Townwide Expense Budgets									
1	Non-Contributory Retirement Payment	$34,100			$34,100	-$34,060.32		-$34,060.32	$39.68
2	Contributory Retirement System	$5,420,454			$5,420,454	-$5,324,512.00		-$5,324,512.00	$95,942.00
3	Group Health Insurance & Benefits	$10,091,409	-$500,000		$9,591,409	-$9,342,434.24	-$177,038.95	-$9,519,473.19	$71,935.81
4	Retiree Insurance & Insurance Liability	$4,727,462	$807,677		$5,535,139	-$5,535,139.00		-$5,535,139.00	
5	Unemployment Compensation	$250,000			$250,000	-$57,373.48		-$57,373.48	$192,626.52
6	Debt Service	$12,108,851	$88,436		$12,197,287	-$12,129,005.86		-$12,129,005.86	$68,281.14
7	Workers Compensation	$467,550			$467,550	-$467,550.00		-$467,550.00	
8	Casualty Liability & Self Insurance Pro	$525,000			$525,000	-$507,277.94		-$507,277.94	$17,722.06
9	Classification Performance & Settleme	$25,000		-$10,954	$14,046				$14,046.00
	Townwide Budget Group	$35,023,069	$471,113	-$869,040	$34,625,142	-$33,397,352.84	-$177,038.95	-$33,574,391.79	$1,050,750.46

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Board of Selectmen/Town Manager									
11A	Salary & Wages	$687,407		$4,067	$691,474	-$685,665.58		-$685,665.58	$5,808.42
11B	Expenses	$106,941			$106,941	-$92,667.32	-$2,205.90	-$94,873.22	$12,067.78
11C	Capital			$75,000	$75,000	-$75,000.00		-$75,000.00	
	Total	$794,348		$79,067	$873,415	-$853,332.90	-$2,205.90	-$855,538.80	$17,876.20
Town Clerk/Board of Registrars									
12A	Salary & Wages	$282,647			$282,647	-$266,643.46		-$266,643.46	$16,003.54
12B	Expenses	$39,265			$39,265	-$30,072.01	-$2,751.25	-$32,823.26	$6,441.74
12C	Capital								
	Total	$321,912			$321,912	-$296,715.47	-$2,751.25	-$299,466.72	$22,445.28
Town Counsel									
13A	Salary & Wages	$71,790			$71,790	-$71,790.14		-$71,790.14	($0.14)
13B	Expenses	$234,000			$234,000	-$203,281.78	-$28,243.02	-$231,524.80	$2,475.20
13C	Capital								
	Total	$305,790			$305,790	-$275,071.92	-$28,243.02	-$303,314.94	$2,475.06
Personnel Board									
14A	Salary & Wages	$600			$600				$600.00
14B	Expenses	$15,000			$15,000				$15,000.00
14C	Capital								
	Total	$15,600			$15,600				$15,600.00
Finance Department									
15A	Salary & Wages	$1,637,963			$1,637,963	-$1,563,940.77		-$1,563,940.77	$74,022.23
15B	Expenses	$797,005			$797,005	-$674,034.97	-$30,619.21	-$704,654.18	$92,350.82
15C	Capital	$37,500			$37,500	-$37,043.80		-$37,043.80	$456.20
	Total	$2,472,468			$2,472,468	-$2,275,019.54	-$30,619.21	-$2,305,638.75	$166,829.25
Finance Committee									
16A	Salary & Wages	$31,668			$31,668	-$31,295.05		-$31,295.05	$372.95
16B	Expenses	$1,225			$1,225	-$813.82		-$813.82	$411.18
16C	Capital								
	Total	$32,893			$32,893	-$32,108.87		-$32,108.87	$784.13

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Planning									
17A	Salary & Wages	$252,939		$6,887	$259,826	-$259,249.57		-$259,249.57	$576.43
17B	Expenses	$16,460			$16,460	-$11,678.50	-$1,693.91	-$13,372.41	$3,087.59
17C	Capital								
	Total	$269,399		$6,887	$276,286	-$270,928.07	-$1,693.91	-$272,621.98	$3,664.02
Community Development									
18A	Salary & Wages	$129,899			$129,899	-$128,440.13		-$128,440.13	$1,458.87
18B	Expenses	$11,858			$11,858	-$7,687.71	-$107.88	-$7,795.59	$4,062.41
18C	Capital								
	Total	$141,757			$141,757	-$136,127.84	-$107.88	-$136,235.72	$5,521.28
19	Reserved								
Police Department									
20A	Salary & Wages	$5,175,845			$5,175,845	-$5,077,758.56		-$5,077,758.56	$98,086.44
20B	Expenses	$292,426			$292,426	-$211,468.36	-$23,953.73	-$235,422.09	$57,003.91
20C	Capital	$155,752		$6,451	$162,203	-$14,476.75	-$138,441.00	-$152,917.75	$9,285.25
	Total	$5,624,023		$6,451	$5,630,474	-$5,303,703.67	-$162,394.73	-$5,466,098.40	$164,375.60
Fire Department									
21A	Salary & Wages	$6,581,793			$6,581,793	-$6,502,790.12		-$6,502,790.12	$79,002.88
21B	Expenses	$262,482			$262,482	-$201,654.53	-$16,487.37	-$218,141.90	$44,340.10
21C	Capital								
	Total	$6,844,275			$6,844,275	-$6,704,444.65	-$16,487.37	-$6,720,932.02	$123,342.98
Building Department									
22A	Salary & Wages	$528,614			$528,614	-$510,629.90		-$510,629.90	$17,984.10
22B	Expenses	$31,040			$31,040	-$25,780.41		-$25,780.41	$5,259.59
22C	Capital								
	Total	$559,654			$559,654	-$536,410.31		-$536,410.31	$23,243.69
Minuteman Assessment									
23	Assessment	$733,961			$733,961	-$733,961.00		-$733,961.00	
	Total	$733,961			$733,961	-$733,961.00		-$733,961.00	
Needham Public Schools									
24	Needham Public School Budget	$53,995,587			$53,995,587	-$52,062,633.60	-$1,610,829.79	-$53,673,463.39	$322,123.61
	Total	$53,995,587			$53,995,587	-$52,062,633.60	-$1,610,829.79	-$53,673,463.39	$322,123.61

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Department of Public Works									
25A	Salary & Wages	$3,207,178			$3,207,178	-$3,188,306.99		-$3,188,306.99	$18,871.01
25B	Expenses	$1,406,974			$1,406,974	-$1,302,035.82	-$90,341.66	-$1,392,377.48	$14,596.52
25C	Capital	$7,750			$7,750	-$7,750.00		-$7,750.00	
25D	Snow and Ice	$400,000		$706,635	$1,106,635	-$1,106,634.75		-$1,106,634.75	
	Total	$5,021,902		$706,635	$5,728,537	-$5,604,727.56	-$90,341.66	-$5,695,069.22	$33,467.53
Municipal Parking Program									
26	Municipal Parking Program	$70,250			$70,250	-$54,422.22	-$13,168.15	-$67,590.37	$2,659.63
	Total	$70,250			$70,250	-$54,422.22	-$13,168.15	-$67,590.37	$2,659.63
Municipal Lighting Program									
27	Municipal Lighting Program	$217,804			$217,804	-$116,824.13	-$47,057.03	-$163,881.16	$53,922.84
	Total	$217,804			$217,804	-$116,824.13	-$47,057.03	-$163,881.16	$53,922.84
Department of Public Facilities									
28A	Salary & Wages	$3,407,208			$3,407,208	-$3,181,814.16		-$3,181,814.16	$225,393.84
28B	Expenses	$4,595,982		$70,000	$4,665,982	-$3,947,193.95	-$605,107.24	-$4,552,301.19	$113,680.81
28C	Capital								
	Total	$8,003,190		$70,000	$8,073,190	-$7,129,008.11	-$605,107.24	-$7,734,115.35	$339,074.65
Health Department									
29A	Salary & Wages	$418,295			$418,295	-$409,299.89		-$409,299.89	$8,995.11
29B	Expenses	$97,254			$97,254	-$77,758.18	-$18,092.81	-$95,850.99	$1,403.01
29C	Capital								
	Total	$515,549			$515,549	-$487,058.07	-$18,092.81	-$505,150.88	$10,398.12
Human Services									
30A	Salary & Wages	$555,478			$555,478	-$505,864.82		-$505,864.82	$49,613.18
30B	Expenses	$114,870			$114,870	-$112,064.96	-$105.26	-$112,170.22	$2,699.78
30C	Capital								
	Total	$670,348			$670,348	-$617,929.78	-$105.26	-$618,035.04	$52,312.96
Commission on Disabilities									
31A	Salary & Wages								
31B	Expenses	$550			$550	-$100.33		-$100.33	$449.67
31C	Capital								
	Total	$550			$550	-$100.33		-$100.33	$449.67

General Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Historical Commission									
32A	Salary & Wages								
32B	Expenses	$1,050			$1,050	-$33.75		-$33.75	$1,016.25
32C	Capital								
	Total	$1,050			$1,050	-$33.75		-$33.75	$1,016.25
Needham Public Library									
33A	Salary & Wages	$1,103,803			$1,103,803	-$1,103,803.00		-$1,103,803.00	
33B	Expenses	$315,748			$315,748	-$309,873.69	-$3,334.84	-$313,208.53	$2,539.47
33C	Capital								
	Total	$1,419,551			$1,419,551	-$1,413,676.69	-$3,334.84	-$1,417,011.53	$2,539.47
Park & Recreation Department									
34A	Salary & Wages	$468,456			$468,456	-$441,151.33		-$441,151.33	$27,304.67
34B	Expenses	$106,000			$106,000	-$82,505.49	-$1,873.92	-$84,379.41	$21,620.59
34C	Capital								
	Total	$574,456			$574,456	-$523,656.82	-$1,873.92	-$525,530.74	$48,925.26
Memorial Park									
35A	Salary & Wages								
35B	Expenses	$750			$750	-$721.75		-$721.75	$28.25
35C	Capital								
	Total	$750			$750	-$721.75		-$721.75	$28.25
	Department Budget Total	$88,607,067		$869,040	$89,476,107	-$85,428,617.05	-$2,634,413.97	-$88,063,031.02	$1,413,075.73
	Total Operating Budget	$123,630,136	$471,113		$124,101,249	-$118,825,969.89	-$2,811,452.92	-$121,637,422.81	$2,463,826.19

Solid Waste Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
101A	Salary & Wages	$666,915			$666,915	-$602,289.79		-$602,289.79	$64,625.21
101B	Expenses	$1,221,816			$1,221,816	-$1,067,987.49	-$89,145.71	-$1,157,133.20	$64,682.80
101C	Capital	$60,000			$60,000	-$60,000.00		-$60,000.00	
101D	Debt Service	$150,000			$150,000	-$149,146.81		-$149,146.81	$853.19
102	Reserve Fund	$25,000			$25,000				$25,000.00
	Total Operating Budget	$2,123,731			$2,123,731	-$1,879,424.09	-$89,145.71	-$1,968,569.80	$155,161.20

Sewer Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
201A	Salary & Wages	$931,141			$931,141	-$902,486.04		-$902,486.04	$28,654.96
201B	Expenses	$369,945			$369,945	-$326,284.00	-$29,326.16	-$355,610.16	$14,334.84
201C	Capital	$25,000			$25,000	-$24,798.92		-$24,798.92	$201.08
201D	MWRA Assessment	$5,403,053	$20,757		$5,423,810	-$5,423,810.00		-$5,423,810.00	
201E	Debt Service	$1,500,000			$1,500,000	-$1,390,516.10		-$1,390,516.10	$109,483.90
202	Reserve Fund	$35,000			$35,000				$35,000.00
	Total Operating Budget	$8,264,139	$20,757		$8,284,896	-$8,067,895.06	-$29,326.16	-$8,097,221.22	$187,674.78

Water Enterprise Fund
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

	Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
301A	Salary & Wages	$1,048,593			$1,048,593	-$1,014,576.71		-$1,014,576.71	$34,016.29
301B	Expenses	$1,047,350			$1,047,350	-$885,301.16	-$105,282.90	-$990,584.06	$56,765.94
301C	Capital	$31,500			$31,500	-$30,109.30	-$1,390.70	-$31,500.00	
301D	MWRA Assessment	$1,273,404	-$2,386		$1,271,018	-$1,271,018.00		-$1,271,018.00	
301E	Debt Service	$1,550,000			$1,550,000	-$1,535,766.64		-$1,535,766.64	$14,233.36
302	Reserve Fund	$75,000			$75,000				$75,000.00
	Total Operating Budget	$5,025,847	-$2,386		$5,023,461	-$4,736,771.81	-$106,673.60	-$4,843,445.41	$180,015.59

Community Preservation Act
Statement of Budget Appropriations and Expenditures
Year Ended June 30, 2014

Description	Annual Town Meeting	Special Town Meeting Appropriations	Finance Committee and Town Manager Transfer Approvals	Total Available for Expenditure	Disbursements	Encumbrances	Total Expenditures	Returned
Administrative Budget	$82,000			$82,000	-$13,213.75		-$13,213.75	$68,786.25
Total Operating Budget	$82,000			$82,000	-$13,213.75		-$13,213.75	$68,786.25

Town of Needham
Trust Funds
Year Ended June 30, 2014

Fund	July 1, 2013	Receipts	Disbursements & Adjustments	June 30, 2014
Anita M. Reinke Memorial Scholarship	$10,743.83	$1,257.75	$400.00	$11,601.58
Arthur and Cecilia Bailey Scholarship	$50,011.94	$5,737.69	$2,000.00	$53,749.63
Centennial Football Scholarship	$392.64	$46.00		$438.64
Charles and Bernice Siegel Memorial Fund	$213,497.83	$25,119.64	$6,000.00	$232,617.47
Class of 1979 Scholarship	$12.33	$1.45		$13.78
Class of 1980 Scholarship	$6,087.72	$712.69	$500.00	$6,300.41
C. J. Cullen III Memorial Scholarship	$40,118.53	$6,782.73	$1,400.00	$45,501.26
Dana F. Burke Scholarship	$5,035.70	$639.54	$500.00	$5,175.24
De Fazio Family Memorial Scholarship	$15,396.28	$1,802.41	$600.00	$16,598.69
Derwood Newman Memorial	$23,874.77	$2,794.96		$26,669.73
Dr. Lee Allan Memorial	$2,752.64	$322.24		$3,074.88
Dwight School (Pollard School)	$36,456.68	$4,267.89		$40,724.57
Edward J. Stewart 13 Club Scholarship	$79.18	$9.28		$88.46
Edith Wildman Fund		$124,396.67	$20,000.00	$104,396.67
Edward Keady Memorial Scholarship	$1,107.67	$129.67	$1,000.00	$237.34
Elizabeth Handley	$41,540.39	$4,863.00	$1,600.00	$44,803.39
Frederick Barstow Scholarship	$281,731.77	$32,981.57	$18,000.00	$296,713.34
Frederick Harris Scholarship	$34,285.56	$4,013.73	$2,000.00	$36,299.29
George Morse Memorial Scholarship	$210,053.09	$24,590.33	$5,000.00	$229,643.42
High School Sports Endowment	$31,721.39	$3,624.38	$2,200.00	$33,145.77
Igor Guralnik & Keith Flueckiger	$2,987.53	$349.73	$2,000.00	$1,337.26
Joan W. Swartz Memorial Scholarship	$58.82	$6.89		$65.71
John Akers	$271,970.89	$37,865.92	$10,000.00	$299,836.81
John C. Wood (High School Library)	$13,323.99	$1,552.66	$80.17	$14,796.48
Joseph Paulini Scholarship	$3,769.44	$844.88	$1,000.00	$3,614.32
Karen Decembre Scholarship	-$0.06	$0.06		
Kyle Shapiro Scholarship	$19.27	$2.20		$21.47
Leo F. Richards Jr. Scholarship	$3,908.55	$457.57	$1,500.00	$2,866.12
Linda Barnes Scholarship	$3,077.89	$360.31	$1,000.00	$2,438.20
Lizzie and Reuben Grossman Scholarship	$7.04	$1,500.82		$1,507.86
Mark R., Beane Memorial Scholarship	$36,674.01	$4,293.33	$1,500.00	$39,467.34
Martin Luther King Scholarship	$8,871.43	$1,349.71	$4,000.00	$6,221.14
Minot Mac Donald (Carter School Library)	$8,811.45	$1,032.84		$9,844.29
Miriam Kronish Scholarship	$6,039.87	$795.85	$619.80	$6,215.92
Miriam Kronish Excellence in Educ	$34,661.99	$3,937.01	$1,261.75	$37,337.25
Nate Tavalone Scholarship	$6,754.65	$1,090.75	$200.00	$7,645.40
New Century Club Scholarship	$13,867.95	$1,623.46	$600.00	$14,891.41
Nina Pansuk Scholarship	$138,952.92	$16,766.83	$3,500.00	$152,219.75
Peter Eloranta Chemistry Award Scholarship	$11,875.56	$1,390.25		$13,265.81
Peter Eloranta Scholarship	$99,472.40	$11,625.15	$4,000.00	$107,097.55
Rebecca H. Perry Memorial Scholarship	$251,716.43	$29,467.75	$4,800.00	$276,384.18
Richard Jensen, Sr. Memorial Scholarship	$2,712.47	$317.53		$3,030.00
Robert and Elizabeth Gardner Scholarship	$65,312.63	$33,748.41	$20,000.00	$79,061.04
Ruth Ann B. Simmons MD Memorial Scholarship	$19,784.63	$2,618.83	$1,500.00	$20,903.46
Scott Marino Memorial Scholarship	$8,848.00	$1,643.22		$10,491.22
Stacy Neilson Memorial Fund (Soccer Team)	$168.93			$168.93
Students Need Arts Trust Fund	$68.90			$68.90
Timothy P. Flanagan Memorial Scholarship	$13,878.81	$1,624.87	$1,500.00	$14,003.68
Tot Greenleaf	$6,326.51	$740.61	$1,000.00	$6,067.12
Walter Burke	$18.00			$18.00
William G. Moseley Scholarship	$22,921.94	$2,683.40	$700.00	$24,905.34
Willaim L. Sweet Scholarship	$839,242.75	$98,247.86	$30,000.00	$907,490.61
William T. Burke Memorial Scholarship	$1,536.06	$179.82	$1,500.00	$215.88
Subtotal School	$2,902,541.59	$502,212.14	$153,461.72	$3,251,292.01

Town of Needham
Trust Funds
Year Ended June 30, 2014

Fund	July 1, 2013	Receipts	Disbursements & Adjustments	June 30, 2014
Arthur W. & Barbara S. Hatch Fund	$272,676.03	$31,998.57		$304,674.60
Bosworth Library Trust Fund	$7,445.52	$871.66		$8,317.18
Charles Fredic Clifford Henderson Library 10% Trust	$122,241.96	$14,272.93	$495.49	$136,019.40
Cora Proctor Thurston Fund	$13,431.99	$1,567.87	$720.10	$14,279.76
Harold Street Trust		$24,575.35		$24,575.35
Helen DE M. Dunn Library Trust Fund	$789.04	$92.36		$881.40
Karl L. Nutter Library Trust Fund	$2,142.22	$250.77		$2,392.99
Laura G. Willgoose Library Trust Fund	$141,988.14	$16,549.83	$1,557.64	$156,980.33
Library Permanent Donation Fund	$117,797.44	$50,076.77	$75,286.12	$92,588.09
Lois Carley Children's Library Trust	$11,602.62	$1,336.52		$12,939.14
Martha Barr Library Trust Fund	$3,081.33	$348.19		$3,429.52
Myra S. Greenwood Library Trust Fund	$68,880.68	$8,063.68		$76,944.36
Roger S. Corliss Fund	$7,542.11	$835.13	$404.00	$7,973.24
William Carter Fund	$36,254.18	$4,188.77	$621.49	$39,821.46
William H. Wye Library Fund	$1,562.21	$182.89		$1,745.10
Subtotal Library	$807,435.47	$155,211.29	$79,084.84	$883,561.92
350th Needham Birthday Celebration	$5,110.46	$598.29		$5,708.75
400th Needham Birthday Celebration	$3,410.45	$428.63		$3,839.08
Community Revitalization Maintenance 10% Trust	$614.50	$8,856.75	$6,950.00	$2,521.25
Community Revitalization Trust	$3,148.01	$3,178.01	$5,150.00	$1,176.02
Council on Aging Permanent Donation	$138,613.07	$16,227.08		$154,840.15
Domestic Violence Trust	$238,764.26	$27,770.82	$7,200.00	$259,335.08
Esther Lyford Trust	$9,730.17	$1,139.08		$10,869.25
Green Field Improvement Association Fund	$5,345.62	$625.71		$5,971.33
John B. Tolman Trust (Library/Temperance Organization)	$121,246.39	$15,190.19	$4,025.94	$132,410.64
Mary Virginia E. Hill (Animal Welfare) Fund	$12,812.89	$1,500.02		$14,312.91
Needham Cemetery Grand Army Lot Perpetual Care Fund	$12,000.75	$1,404.89		$13,405.64
Park & Recreation (Park Beautification) Fund	$5,583.60	$8,794.54		$14,378.14
Rebecca Perry Park Trust Fund	$26,323.46	$3,081.53		$29,404.99
Robert & Marcia Carleton Memorial Trust Fund	$91,294.11	$10,687.56		$101,981.67
Robert & Marcia Carleton Pavilion Fund	$28,069.08	$3,285.98		$31,355.06
Skate Park Trust Fund	$1,451.99	$275.01		$1,727.00
Subtotal Other Funds	$703,518.81	$103,044.09	$23,325.94	$783,236.96
income not yet distributed	$4,725.24	$4,368.27	$4,725.24	$4,368.27
TOTAL	**$4,418,221.11**	**$764,835.79**	**$260,597.74**	**$4,922,459.16**

State Tax Form 31C

THE COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF REVENUE
TAX RATE RECAPITULATION

FISCAL 2014

OF

NEEDHAM

City / Town / District

I. TAX RATE SUMMARY

Ia. Total amount to be raised (from IIe) $ 155,137,599.

Ib. Total estimated receipts and other revenue sources (from IIIe) 49,129,486.

Ic. Tax levy (Ia minus Ib) $ 106,008,113.

Id. Distribution of Tax Rates and levies

CLASS	(b) Levy percentage (from LA - 5)	(c) IC above times each percent in col (b)	(d) Valuation by class (from LA - 5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	76.9009%	81,521,193.17	7,003,705,577	11.64	81,523,132.9
Net of Exempt					0.0
Open Space	0.0000%	0.00	0		0.0
Commercial	16.0825%	17,048,754.82	741,516,228	22.99	17,047,458.0
Net of Exempt					0.0
Industrial	3.0684%	3,252,752.95	141,475,100	22.99	3,252,512.5
SUBTOTAL	96.0518%		7,886,696,905		101,823,103.5
Personal	3.9482%	4,185,412.33	182,036,090	22.99	4,185,009.1
TOTAL	100.0000%		8,068,732,995		106,008,113.2

MUST EQUAL

Board of Assessors of NEEDHAM

City / Town / District

NOTE : The information was Approved on 12/06/2013.

Hoyt B. Davis, Director, Needham, 781-455-7500 — Assessor

12/3/2013 5:51 PM — Date

I am signing on behalf of the Needham Board o... — (Comments)

Do Not Write Below This Line --- For Department of Revenue Use Only

Reviewed By Andrew Nelson

Date : 06-DEC-13

Approved : Dennis Mountain

Director of Accounts

Gerard D. Perry

(Gerard D. Perry)

NEEDHAM

City / Town / District

mounts to be raised

a. Appropriations (col.(b) through col.(e) from page 4)			$ 151,203,653.00
b. Other amounts to be raised			
1. Amounts certified for tax title purposes	12,500.00		
2. Debt and interest charges not included on page 4	0.00		
3. Final court judgements	0.00		
4. Total overlay deficits of prior years	0.00		
5. Total cherry sheet offsets (see cherry sheet 1-ER)	60,110.00		
6. Revenue deficits	0.00		
7. Offset receipts deficits Ch. 44, Sec. 53E	0.00		
8. Authorized Deferral of Teachers' Pay	0.00		
9. Snow and ice deficit Ch. 44, Sec. 31D	0.00		
10. Other (specify on separate letter)	436,139.00		
TOTAL IIb (Total lines 1 through 10)		508,749.00	
c. State and county cherry sheet charges (C.S. 1-EC)		1,273,564.00	
d. Allowance for abatements and exemptions (overlay)		2,151,633.26	
e. Total amount to be raised (Total IIa through IId)			$ 155,137,599.26

stimated receipts and other revenue sources

Ia. Estimated receipts - State			
1. Cherry sheet estimated receipts (C.S. 1-ER Total)	$ 9,601,356.00		
2. Massachusetts school building authority payments	695,148.00		
TOTAL IIIa		10,296,504.00	
Ib. Estimated receipts - Local			
1. Local receipts not allocated (page 3, col(b), Line 24)	8,041,633.00		
2. Offset Receipts (Schedule A-1)	0.00		
3. Enterprise Funds (Schedule A-2)	18,104,258.00		
4. Community Preservation Funds (See Schedule A-4)	3,207,339.00		
TOTAL IIIb		29,353,230.00	
Ic. Revenue sources appropriated for particular purposes			
1. Free cash (page 4, col.(c))	8,135,372.00		
2. Other available funds (page 4, col.(d))	1,344,380.00		
TOTAL IIIc		9,479,752.00	
Id. Other revenue sources appropriated specifically to reduce the tax rate			
1a. Free cash..appropriated on or before June 30, 2013	0.00		
b. Free cash..appropriated on or after July 1, 2013	0.00		
2. Municipal light source	0.00		
3. Teachers' pay deferral	0.00		
4. Other source :	0.00		
TOTAL IIId		0.00	
Ie. Total estimated receipts and other revenue sources (Total IIIa through IIId)			$ 49,129,486.00

ummary of total amount to be raised and total receipts from all sources

a. Total amount to be raised (from IIe)		$ 155,137,599.26
b. Total estimated receipts and other revenue sources (from IIIe)	$ 49,129,486.00	
c. Total real and personal property tax levy (from Ic)	$ 106,008,113.26	
d. Total receipts from all sources (total IVb plus IVc)		$ 155,137,599.26

LOCAL RECEIPTS NOT ALLOCATED *

TAX RATE RECAPITULATION

NEEDHAM

City/Town/District

			(a) Actual Receipts Fiscal 2013		(b) Estimated Receipts Fiscal 2014
==>	1	MOTOR VEHICLE EXCISE	4,620,448.71		3,850,000
	2	OTHER EXCISE			
==>		a.Meals	443,716.24		355,000
==>		b.Room	539,026.28		440,000
==>		c.Other	0.00		0
==>	3	PENALTIES AND INTEREST ON TAXES AND EXCISES	257,070.30		230,000
==>	4	PAYMENTS IN LIEU OF TAXES	49,925.90		45,000
	5	CHARGES FOR SERVICES - WATER	0.00		0
	6	CHARGES FOR SERVICES - SEWER	0.00		0
	7	CHARGES FOR SERVICES - HOSPITAL	0.00		0
	8	CHARGES FOR SERVICES - SOLID WASTE FEES	0.00		0
	9	OTHER CHARGES FOR SERVICES	613,375.50		555,000
	10	FEES	108,282.23		90,000
	11	RENTALS	208,276.79		165,000
	12	DEPARTMENTAL REVENUE - SCHOOLS	0.00		0
	13	DEPARTMENTAL REVENUE - LIBRARIES	57,509.84		50,000
	14	DEPARTMENTAL REVENUE - CEMETERIES	0.00		0
	15	DEPARTMENTAL REVENUE - RECREATION	250,620.90		225,000
	16	OTHER DEPARTMENTAL REVENUE	596,891.57		400,000
	17	LICENSES AND PERMITS	1,869,446.10		1,300,000
	18	SPECIAL ASSESSMENTS	1,594.23		0
==>	19	FINES AND FORFEITS	162,051.10		129,500
==>	20	INVESTMENT INCOME	84,802.50		67,500
==>	21	MEDICAID REIMBURSEMENT	203,297.40		120,000
==>	22	MISCELLANEOUS RECURRING (PLEASE SPECIFY)	16,338.90		14,000
	23	MISCELLANEOUS NON-RECURRING (PLEASE SPECIFY)	1,288,907.21		5,633
	24	**TOTALS**	$ **11,371,581.70**	$	**8,041,633**

I hereby certify that the actual receipts as shown in column (a) are, to the best of my knowledge correct and complete, and I further certify that I have examined the entries made on page 4 of the Fiscal 2014 tax rate recapitulation form by the City, Town or District Clerk and hereby acknowledge that such entries correctly reflect the appropriations made and the sources from which such appropriations are to be met.

Michelle T. Vaillancourt, Town Accountant, Needham, 781-455-7500 — 12/5/2013 11:19 AM

Accounting Officer — Date

* Do not include receipts in columns (a) or (b) that were voted by the City / Town / District Council or Town Meeting as offset receipts on Schedule A-1, enterprise funds on Schedule A-2, or revolving funds on Schedule A-3. Written documentation should be submitted to support increases / decreases of estimated receipts to actual receipts.

==> Written documentation should be submitted to support increases/ decreases of FY 2013 estimated receipts to FY2014 estimated

CERTIFICATION OF APPROPRIATIONS AND SOURCES OF FUNDING

TAX RATE RECAPITULATION

FISCAL 2014

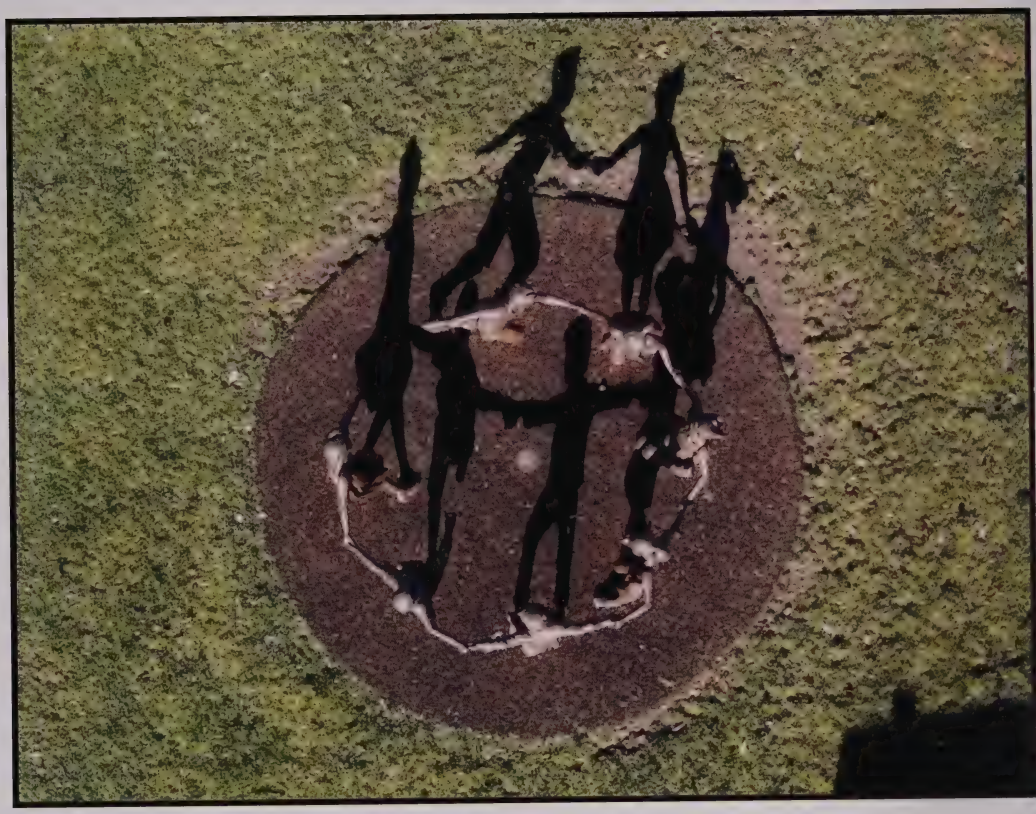
NEEDHAM

City / Town / District

/ n ncil or n ting es	FY*	(a) Total Appropriations of Each Meeting	(b) ** From Raise and Appropriate	(c) From Free Cash See B-1	(d) From Other Available Funds See B-2	(e) From Offset Receipts (See A-1), Enterprise Funds (See A-2), or Community Preservation Fund (See A-4)	AUTHORIZATIONS MEMO ONLY (f) *** Revolving Funds (See A-3)	AUTHORIZATIONS MEMO ONLY (g) Borrowing Authorization
06/2013	2014	143,315,498.00	120,852,880.00	1,619,224.00	715,577.00	20,127,817.00	1,336,100.00	324,400.00
08/2013	2014	93,200.00	0.00	0.00	0.00	93,200.00	0.00	0.00
13/2013	2014	1,382,584.00	0.00	534,584.00	500,000.00	348,000.00	0.00	1,400,000.00
13/2013	2013	230,000.00	0.00	0.00	30,000.00	200,000.00	0.00	0.00
13/2013	2014	34,000.00	0.00	0.00	0.00	34,000.00	0.00	0.00
13/2013	2014	6,148,371.00	4,633.00	5,981,564.00	98,803.00	63,371.00	0.00	1,458,000.00
Totals		151,203,653.00	120,857,513.00	8,135,372.00	1,344,380.00	20,866,388.00		
		Must Equal Cols. (b) thru (e)						

reby certify that the appropriations correctly reflect the votes taken by City / Town / District Council.

DHAM	Theodora K. Eaton, Town Clerk, Needham, 781-455-7510	12/4/2013 2:49 PM
Town/District	Clerk	Date



SPECIAL TOWN MEETING

WARRANT

TOWN OF NEEDHAM

MONDAY, NOVEMBER 4, 2013

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE **NEEDHAM**

Additional information on particular warrant articles will be made available form time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

November 4, 2013 Special Town Meeting Warrant
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COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

MONDAY, THE FOURTH DAY OF NOVEMBER, 2013

at seven-thirty in the afternoon, then and there to act upon the following articles, viz:

CAPITAL FACILITY ARTICLES

ARTICLE 1: APPROPRIATE FOR MODULAR CLASSROOMS AT MITCHELL SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,729,276 for engineering, design, construction, and associated improvements for modular classrooms at the Mitchell School, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additions over the past 50 years, but is in need of significant renovation and/or reconstruction to address the current overcrowded conditions, rectify building deficiencies, and modernize the learning environment. A Statement of Interest has been filed with the Massachusetts School Building Authority (MSBA) to begin a construction process at this school. However, since the Hillside School has been selected as the first priority for renovation, it could be eight or more years before a Mitchell renovation project could be completed. This article requests funds to address the immediate need for additional classroom space at the school by installing four modular classrooms on site for the 2014/2015 school year. The free standing classrooms (including toilets) would be located on the west side of the school facing Brookline Street.

ARTICLE 2: APPROPRIATE FOR FEASIBILITY STUDY / HILLSIDE SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $650,000 for feasibility, design and engineering services related to the renovation and/or reconstruction of the Hillside School located at 28 Glen Gary Road and shown as Lot 01 on the Needham Assessors Map numbered 102, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation that $650,000 be transferred from Free Cash; that the Town acknowledges that the Massachusetts School Building Authority's ("MSBA") grant program is a non-entitlement, discretionary program based on need, as

determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Constructed in 1960, the Hillside Elementary School has undergone both addition and renovation (with modular classrooms) over the past 40 years, but is in need of renovation or replacement to address building deficiencies and modernize the learning environment. The Needham Public Schools has filed a Statement of Interest with the Massachusetts School Building Authority (MSBA), which is the first step in the process of requesting state reimbursement for a construction project. This article requests funds to begin a feasibility study of the project, in the event that Needham receives an invitation from MSBA to begin the capital planning process. By appropriating these funds in November (in advance of MSBA approval), Needham could proceed immediately to feasibility upon selection, instead of waiting until the Annual Town Meeting in May to begin this process. The early start would provide additional planning time and greater flexibility within the proposed schedule that will be helpful in addressing Hillside School site issues and other complicating factors. Under the proposed schedule, a new Hillside School would open in September, 2019. Appropriation of these funds in no way guarantees that MSBA will approve the project. Additionally, these project funds would not be spent unless Needham receives an invitation from MSBA to conduct the feasibility study.

FINANCIAL ARTICLES

ARTICLE 3: AMEND THE FY2014 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
4	Retiree Insurance & Insurance Liability Fund	$4,727,462	$5,035,139
6	Debt Service	$12,108,851	$12,197,287
10	Reserve Fund	$1,373,243	$1,448,243

And further, that the appropriation be partially funded by a transfer from amounts reserved for debt exclusion offsets in the amount of $83,803, and from Free Cash in the amount of $382,677; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article is to amend the Town's operating budget for FY2014. A total of $4,633 of new revenue and $466,480 of other available funds has been identified for appropriation under this article. The other available revenue consists of $83,803 of debt exclusion offsets and $382,677 of Free Cash.

The Retiree Insurance and Insurance Liability Fund under which the Town funds its other post-employment benefit liabilities (OPEB) is being increased by $307,677 to further reduce the liability by making an additional contribution to the fund. The proposed appropriation is equal to the amount of Free Cash that was identified for use at this Special Town Meeting for several options, such as appropriating to the capital facility fund, the capital improvement fund, and/or the OPEB fund. It was deemed prudent to direct the funds to the OPEB liability.

The $88,436 increase to the Debt Service budget line is to appropriate monies that are to be used to pay down excluded debt. The application of these monies reduces the amount of excluded debt that is actually added to the tax bills. $83,803 reflects premiums which were received by the Town on the sale of bonds that settled prior to June 30, 2013 and reserved for use in this fiscal year, and the additional $4,633 reflects the premium that was received on the bonds which settled in July 2013.

The Reserve Fund change request is one which often occurs in the fall when new revenues are identified. No new revenue has been identified for this purpose. However, the Finance Committee approved a $75,000 reserve fund transfer earlier in the year to provide for a deposit to secure the purchase of property, which is to be considered by this Town Meeting under Article 22. The appropriation of $75,000 would effectively restore the funds to the Reserve Fund and hence be available to address issues that may arise during the fiscal year.

ARTICLE 4: AMEND THE FY2014 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Sewer Enterprise Fund Budget adopted under Article 11 of the May 2013 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
201D	MWRA Assessment	$5,403,053	$5,423,810

and to meet this appropriation that $20,757 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The final MWRA Sewer Assessment slightly higher than the preliminary estimate provided to the Town prior to the 2013 Annual Town Meeting. The additional $20,757 is proposed for transfer from retained earnings.

ARTICLE 5: AMEND THE FY2014 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Water Enterprise Fund Budget adopted under Article 12 of the May 2013 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
301D	MWRA Assessment	$1,273,404	$1,271,018

or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The final MWRA Water Assessment was slightly lower than the preliminary estimate provided to the Town prior to the 2013 Annual Town Meeting. No further appropriation is necessary as the budget is being reduced.

SOLAR ARTICLES

ARTICLE 6: AMEND ZONING BY-LAW – LARGE-SCALE GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) In Section 2.1, Classes of Districts, by adding a new Overlay District designation category as follows:

"LGSPI- Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District"

(b) In Section 3, Use Regulations, by inserting a new Subsection 3.13, Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, to read as follows:

"3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District

3.13.1 Purpose of District

The purpose of this by-law is to regulate Large-Scale Ground-Mounted Solar Photovoltaic Installations in an established district(s) where they are allowed. The by-law provides standards for the placement, design, construction, operation, monitoring, modification and removal of such installations. The standards aim to address public safety, minimize impacts on scenic, natural and historic resources and to provide financial assurance for the eventual decommissioning of such installations. The provisions set forth in this section shall apply to the construction, operation, maintenance and/or repair, and or modification and/or removal of Large-Scale Ground-Mounted Solar Photovoltaic Installations.

3.13.2 Scope of Authority

The Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District shall be considered as overlying other use districts established by this By-Law. Within the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.13 applies to Large-Scale Ground-Mounted Solar Photovoltaic Installations proposed to be constructed after the effective date of this

section. This section also applies to physical modifications that materially alter the type, configuration, or size of these installations or related equipment.

3.13.3 Definitions

Designated Location: The locations permitted shall be within the Large-Scale Ground-Mounted Solar Photovoltaic Overlay District, hereinafter referred to as "the Overlay".

Large-Scale Ground-Mounted Solar Photovoltaic Installation: A solar photovoltaic system, including ancillary structures, that is structurally mounted on the ground and is not roof-mounted and has a minimum nameplate capacity of 250kW DC.

Rated Nameplate Capacity: The maximum rated output of electric power production of the Photovoltaic system in Direct Current (DC).

3.13.4 Allowed Uses

The following uses are allowed by right:

(a) All uses permissible and as regulated within the underlying district.
(b) A Large-Scale Ground-Mounted Solar Photovoltaic Installation.

3.13.5 Special Permit Uses

All uses permitted by special permit in the underlying district at that location may be allowed upon the issuance of a special permit by the designated Special Permit Granting Authority under such conditions as the Board may require.

3.13.6 General Requirements

The following requirements are common to all solar photovoltaic installations to be sited in the Overlay.

3.13.6.1 Compliance with Laws, Ordinances and Regulations: The construction and operation of all Large-Scale Ground-Mounted Solar Photovoltaic Installations shall be in compliance with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings, structures and fixtures forming part of a Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed in accordance with the State Building Code.

3.13.6.2 Building Permit and Building Inspection: No Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

3.13.6.3 Site Plan Review: Large-Scale Ground-Mounted Solar Photovoltaic Installations shall undergo Major Project Site Plan Review by the Planning Board as described in Section 7.4 of the By-Law prior to construction, installation or modification as provided in this section. Application requirements for Site Plan Review shall be as provided below:

(a) General: All plans and maps shall be prepared, stamped and signed by a Professional Engineer or Professional Land Surveyor licensed to practice in Massachusetts.

(b) Required Documents: Pursuant to the Site Plan Review process, the project proponent shall provide the following documents in addition to those required under Section 7.4 of the By-Law.

1) A site plan showing:

i. Property lines and physical features, including roads, for the project site;
ii. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening of vegetation or structures;
iii. Blueprints or drawings of the solar photovoltaic system signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures.
iv. One or three line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all National electrical Code compliant disconnects and overcurrent devices;
v. Documentation of the major system components to be used, including the PV panels, mounting system, inverter, and associated electrical components. The site plan shall include containment fencing line, power lines and poles, and site access routes.
vi. Name, address and contact information for proposed system installer;
vii. Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any.
viii. The name, contact information and signature of any agents representing the project proponent.

2) Documentation of actual or prospective control of the project site and access thereto (see also Section 3.13.6.4);
3) An operation and maintenance plan (see also Section 3.13.6.5);
4) Zoning district designation for the parcel(s) comprising the site;
5) Proof of liability insurance;
6) Description of financial surety that satisfies Section 3.13.6.13.

The Planning Board may waive documentary requirements as it deems appropriate.

3.13.6.4 Site Control: The project proponent shall submit documentation of actual or prospective control of the project site and access thereto sufficient to allow for construction and operation of the proposed solar photovoltaic installation.

3.13.6.5 Operation & Maintenance Plan: The project proponent shall submit a plan for the operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

3.13.6.6 Utility Notification: No Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that

operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner's or operator's intent to install an interconnected generator and an interconnection agreement and power purchase agreement (where appropriate) has been signed by the utility. Off-grid systems shall be exempt from this requirement.

3.13.6.7 Dimension, Density and Parking Requirements

For Large-Scale Ground-Mounted Solar Photovoltaic Installations, front, side and rear setbacks shall be as follows:

(a) Minimum Lot Area: 20 acres;
(b) Minimum Front Setback: 50 feet;
(c) Minimum Side Setback: 50 feet from the property line of residentially used property;
(d) Minimum Rear Setback: 50 feet;
(e) Maximum Lot Coverage: 50%;
(f) Separation Distance: No separation distance is required between structures for ground mounted solar photovoltaic panels;
(g) Height: Height shall be determined by each individual panel measured to the grade level beneath that panel and shall not exceed 25 feet;
(h) Transition Areas: As long as the setbacks noted above are respected no further "Transition Area" (per Section 4.2.8) is required. No planting is required within the transition area if the abutting property is controlled by the Town of Needham and/ or plantings are constrained by capped landfill requirements;
(i) Parking Requirement: No additional parking is required for this use as long as there is no full-time on-site system operator required following installation of the Large-Scale Ground-Mounted Solar Photovoltaic Installation.

3.13.6.8 Design Standards

(a) Lighting. Lighting shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

(b) Signage. A sign for the Large-Scale Ground-Mounted Solar Photovoltaic Installation consistent with the Town's sign by-law shall be required to identify the owner and provide the business name for the company (ies) that own and operate the installation, their business address, the name of a contact person, and a 24-hour emergency contact phone number.

(c) Utility Connections. Reasonable efforts, as determined by the Planning Board, shall be made to place cabling and utility connections from the Large-Scale Ground-Mounted Solar Photovoltaic Installation underground, depending on appropriate soil conditions, shape, ledge, wetland resources, and topography of the site and any requirements of the utility provider.

(d) Conditions. All appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other. Whenever reasonable, structures shall be screened from view by vegetation and/or joined and

clustered to avoid adverse visual impacts. Methods such as the use of landscaping, natural features and fencing may be utilized.

(e) Fencing. A security fence shall be installed along or proximate to the perimeter of the system and shall be maintained for the lifetime of the system.

3.13.6.9 Safety and Environmental Standards

(a) Emergency Services. The Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Needham Fire Chief. The owner or operator shall cooperate with local emergency services in developing an emergency response plan. The plan shall assure adequate access and staging for emergency services. All means of shutting down the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.

(b) Land Clearing, Soil Erosion and Habitat Impacts. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation and in accordance with applicable laws, regulations, and by-laws.

3.13.6.10 Maintenance: The Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security and safety measures. Site access for the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be maintained to a level acceptable to the Needham Fire Chief and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the solar photovoltaic installation and any access road(s), unless accepted as a public way.

3.13.6.11 Modifications: All material modifications to a Large-Scale Ground-Mounted Solar Photovoltaic Installation made after issuance of the required building permit shall require approval by the Planning Board.

3.13.6.12 Abandonment or Decommissioning

(a) Removal Requirements. Any Large-Scale Ground-Mounted Solar Photovoltaic Installation which has reached the end of its useful life or has been abandoned consistent with Section 3.13.6.12 (b) of this by-law shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

i. Physical removal of all solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
ii. Disposal of all solid and hazardous waste shall be in accordance with local, state, and federal regulations.

iii. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave existing vegetation or designated below-grade foundations in place in order to minimize erosion and disruption to vegetation.

(b) Abandonment: Absent notice to the Planning Board as provided above of a proposed date of decommissioning or written notice requesting an extension due to extenuating circumstances, the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be considered abandoned when it fails to operate or its operations are discontinued for more than one year without the written consent of the Planning Board; or if the Building Inspector has determined that the installation is a hazard to public safety and the conditions have not been corrected within six (6) months.

The Town retains the right, after the receipt of an appropriate court order to enter and remove an abandoned or hazardous Large-Scale Ground-Mounted Solar Photovoltaic Installation that is not removed by the property owner within six (6) months from the date of abandonment, as described above, or the proposed date of decommissioning. As a condition of approval, an applicant shall agree to allow entry to remove an abandoned installation.

3.13.6.13 Financial Surety: Proponents of Large-Scale Ground-Mounted Solar Photovoltaic projects shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board. Such surety will not be required for municipally-or state owned systems, but may be required for privately-owned systems even if located upon municipally-owned land. The project proponent shall submit a fully inclusive estimate of costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article, in combination with Article 7, proposes to create the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District. This article lays out the regulatory framework for the new overlay district while Article 7 describes its geographic boundaries. The geographical boundaries of the new Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District includes all land now zoned Single Residence A and lying in the area northerly of Central Avenue which is commonly known as the Town of Needham Recycling and Transfer Station.

Solar photovoltaic technology, which converts sunlight directly into electricity, is a key priority for the Commonwealth of Massachusetts' clean energy efforts. Unlike conventional fossil fuel power generation (such as coal, gas and oil), generating with solar photovoltaic involves no moving parts, uses no water, and generates electricity without emitting greenhouse gases or other pollutants. Although solar collection facilities are allowed in Needham, the current zoning by-law only allows them as an accessory use. Thus, while many residents and businesses already employ solar systems, the prospect of a Large-Scale Ground-Mounted Solar Photovoltaic Installation in Town is a new one, and one which the current by-law does not permit.

Accordingly, the by-law is designed to promote new Large-Scale Ground-Mounted Solar Photovoltaic Installations in an established overlay district(s) where they are allowed. The by-law provides standards for

the placement, design, construction, operation, monitoring, modification and removal of such installations. The standards aim to address public safety, minimize impacts on scenic, natural and historic resources, and to provide financial assurance for the eventual decommissioning of such installations. The provisions set forth in the by-law apply to the construction, operation, maintenance, modification, and/or removal of Large-Scale Ground-Mounted Solar Photovoltaic Installations. The overlay district's key provisions are summarized below.

Large-Scale Ground-Mounted Solar Photovoltaic Installations are permitted as-of-right in a designated overlay district subject to site plan review by the Planning Board. Large-Scale Ground-Mounted Solar Photovoltaic Installations shall be subject to the following dimensional, coverage and height requirements: (a) Minimum Lot Area: 20 acres; (b) Minimum Front Setback: 50 feet; (c) Minimum Side Setback: 50 feet from the property line of residentially used property; (d) Minimum Rear Setback: 50 feet; (e) Maximum Lot Coverage: 50%; and (f) Maximum Height: 25 feet determined for each individual panel and measured to the grade level beneath that panel.

To assure safeguards for the general public, the by-law requires that no Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner's or operator's intent to install an interconnected generator and an interconnection agreement and power purchase agreement (where appropriate) has been signed by the utility. Additionally, the project proponent is required to submit a plan for the operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

Finally, the Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator is required to maintain the facility in good condition. Any Large-Scale Ground-Mounted Solar Photovoltaic Installation which has reached the end of its useful life or has been abandoned shall be removed. The owner or operator is required to physically remove the installation no more than 150 days after the date of discontinued operations. Proponents of Large-Scale Ground-Mounted Solar Photovoltaic projects are required to provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board.

ARTICLE 7: AMEND ZONING BY-LAW – MAP CHANGE TO LARGE-SCALE GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

(a) Place in the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District all that land now zoned Single Residence A and commonly known as the Town of Needham landfill and lying in the area bounded and described as follows:

"Beginning at a point on the northerly sideline of Central Avenue, thence running N55°-25'-16"W a distance of 59.67 feet to a point, thence running N55°-42'- 46"W a distance of 71.12 feet to a point,

thence N58°-27'-06"W a distance of 112.06 feet to a point, thence N56°-16'-06"W a distance of 296.96 feet to a point, thence S00°-21'-59"W a distance of 42.02 feet to a point, thence S49°-16'-14"W a distance of 279.44 feet to a point, thence S75°-42'-34"W a distance of 187.24 feet to a point, thence S56°-16'-24"W a distance of 46.41 feet to a point, thence S41°-45'-34"W a distance of 50.01 feet to a point, thence S46°-22'-54"W a distance of 131.13 feet to a point, thence N82°-50'-34"W a distance of 228.42 feet to a point, thence N29°-35'-24"E a distance of 866.68 feet to a point, thence N14°-53'-20"W a distance of 1216.6± feet to a point in the centerline of Fuller Brook, thence by the said centerline of Fuller Brook northeasterly to a point (a tie of N62°-30'-33"E a distance of 1009.94 feet), thence S37°-39'-21"E a distance of 719.43 feet to a point, thence S36°-38'-47" E a distance of 88.71 feet to a point, thence S38°-48'-02"E a distance of 115.27 feet to a point, thence S38°-59'-47"E a distance of 152.44 feet to a point, thence S30°-32'-19" E a distance of 290.44 feet to a point, thence S24°-48'-14"E a distance of 24.80 feet to a point, thence S09°-13'-39"E a distance of 34.19 feet to a point, thence S63°-32'-06"E a distance of 97.36 feet to a point, thence S36°-34'-38"E a distance of 234.40 feet to a point, thence S50°-42'-20"E a distance of 77.07 feet to a point, thence N54°-20'-46"E a distance of 19.05 feet to a point, thence N82°-49'-47"E a distance of 11.46 feet to a point, thence S76°-10'-08"E a distance of 31.72 feet to a point, thence S57°-15'-20"E a distance of 35.66 feet to a point, thence S53°-33'-52"E a distance of 15.31 feet to a point, thence S57°-38'-03"E a distance of 36.67 feet to a point, thence S58°-29'-44"E a distance of 181.83 feet to a point, thence S28°-44'-00"W a distance of 310.59 feet to a point, thence S59°-05'-55"E a distance of 275.42 feet to a point on the northerly sideline of Central Avenue, thence by said sideline and a curve to the right , with a radius of 500.00 feet, an length of 419.84 feet to a point, thence N88°-49'-18"W a distance of 233.98 feet to a point, thence by a curve to the left, with a radius of 804.73 feet, a length of 238.48 feet to a point, thence S74°-11'-57"W a distance of 348.85 feet to a point, thence by a curve with a radius of 894.54 feet, a length of 84.00 feet to the point of beginning."

or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article describes the geographical boundaries of the new Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District which would include all land now zoned Single Residence A and lying in the area northerly of Central Avenue which is commonly known as the Town of Needham Recycling and Transfer Station.

ARTICLE 8: APPROPRIATE FOR SOLAR FACILITY DEVELOPMENT EXPENSES

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,000 for development expenses related to the siting of solar facilities within the Town, including costs and expenses relating to contract negotiation, independent electrical inspection, and certain owner engineer and consultant related costs, to be spent under the direction of the Town Manager, and to meet this appropriation that $11,498 be transferred from Article 62 of the 2000 Annual Town Meeting, and that $3,502 be transferred from Article 45 of the 2003 Annual Town Meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Board of Selectmen established a Solar Energy Exploratory Committee (SEEC) in 2012 to study the feasibility and opportunity of installing solar photovoltaic energy facilities on the closed landfill at the Recycling and Transfer Station. The SEEC has identified a significant revenue opportunity for the Town, with no capital investment, by contracting with a developer to finance, design, build and operate the facility in exchange for lease payments and taxes as well as reduced cost electricity. A Request for Proposal (RFP) was issued in September and responses were received in October. The SEEC will make a recommendation to the Board of Selectmen for the selection of a developer prior to Town Meeting.

The Town has engaged an expert in solar photovoltaic installations as an independent "Owner's Agent" to assist the SEEC and Town Manager in preparing the first phase of procurement, including the drafting of the Request for Proposal (RFP), pre-bid, and bid evaluation. Additional funds are needed to extend the Owner Agent's scope to include contract negotiations, engineering review, and quality assurance review.

ARTICLE 9: AMEND GENERAL BY-LAW TYPE AND LENGTH OF CONTRACTS & LEASES/SOLAR FACILITIES

To see if the Town will vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the section the following:

"Lease of Public Lands and/or buildings for the installation of solar photovoltaic facilities for electric generation . . . . 30 [YEARS]

Purchase of power (or net metering credits) from solar photovoltaic facilities installed on land leased or licensed from the Town. . . . 20 [YEARS]"

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: In order to implement the proposed large-scale ground-mounted solar photovoltaic installation, a long-term lease to a private developer is required. The private developer would be responsible for the design, construction and operation of the solar installation at the capped landfill and other ground mounted locations or rooftop locations at the Recycling and Transfer Station (RTS). The income from the lease and the savings in electricity costs would benefit the Town, and the developer requires the longer-term lease to justify its investment.

ARTICLE 10: AUTHORIZE LEASE OF LAND FOR GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION

To see if the Town will vote to authorize the Town Manager, in the name and behalf of the Town, to execute a lease for 12+/- acres of land constituting the capped landfill, and other rooftop or land areas at the Recycling and Transfer Station, at 1421 Central Ave owned by the Town, to be leased by a commercial solar developer

for installation and operation of solar photovoltaic facilities for electric generation, for periods of up to 25 years upon such terms and conditions as determined by the Town Manager including an Energy Services Management Agreement ("EMSA"); or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Town Meeting authorization is required for the Town Manager to execute a lease and EMSA agreement with the selected private developer for the proposed Solar PV Installation at the RTS.

ARTICLE 11: AUTHORIZE PILOT FOR GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION

To see if the Town will vote, pursuant to the provisions of G.L. c.59, §38H, to authorize the Town Manager to negotiate and enter into a payment in lieu of tax agreement with the lessee/operator of the solar photovoltaic energy generating facility to be developed at the Needham RTS property, located at 1421 Central Avenue, upon such terms and conditions as the Town Manager shall deem to be in the best interest of the Town; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The selected developer of the Solar PV Installation at the RTS will be required to pay property taxes for the leased land and assets which are installed on the site. The Massachusetts Department of Revenue allows Towns to enter into Payment in Lieu of Taxes (PILOT) agreements which enable the Town and the solar developer to establish a fixed PILOT that meets the Town Tax Assessor's valuation for the term of the agreement. This PILOT would provide the Town with a known annual taxable income stream and would reduce tax uncertainty for the developer. The warrant article is needed to authorize the Town Manager, in consultation wit the Board of Assessors, to negotiate and enter into this agreement.

RAIL TRAIL ARTICLES

ARTICLE 12: AUTHORIZE LEASE OF MBTA PROPERTY FOR SHARED USE RECREATION TRAIL

To see if the Town will vote to authorize the Town Manager, in the name and behalf of the Town, to execute a lease for all or any portion of the land, premises, easements, and rights-of-way in the railroad right-of-way from Needham Junction to the Dover Town Line, for the purpose of laying out an improved shared use rail trail and related facilities and improvements, and providing access to the rail trail area for construction, maintenance and repair purposes and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth, for a period up to 99 years, upon such terms and conditions as determined by the Town Manager; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2013 Annual Town Meeting approved an amendment to the Town's General By-laws allowing the Town to lease land from a public agency or authority for recreational purposes for up to 99 years. This article would authorize the Town to acquire the railroad right-of-way between Needham Junction/High Rock Street and the Dover Town line to create a shared use recreation trail. If this article is adopted, the Town will partner with the Bay Colony Rail Trail Association which has committed to raising private funds to construct the base trail. Trail enhancements may be made in the future as appropriate and subject to the availability of funds.

ARTICLE 13: APPROPRIATE RAIL TRAIL INSURANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $45,000 for the purchase of environmental insurance related to the lease of the railroad right of way for rail trail purposes, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Community Preservation Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purchase of environmental insurance is a requirement of the proposed lease agreement between the Town and the MBTA for the use of the railroad right-of-way for a shared use recreation trail. The insurance coverage would be in place during the initial construction of the path. The request for funds is for the full estimated cost of the insurance for a five-year period. The Town will apply for a State grant that may reimburse the CPA Fund for 50% of the cost of the insurance.

GENERAL ARTICLES

ARTICLE 14: AMEND GENERAL BY-LAW – PUBLIC CONSUMPTION OF MARIJUANA

To see if the Town will vote to amend the General By-laws by inserting a new section 3.1.10 as follows:

"3.1.10. Use of Marijuana No person shall possess or consume marijuana (or tetrahydrocannibinol, as defined in G.L. c. 94C, 1, as amended) within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, nor shall any person consume marijuana, as previously defined, on any public way or any way to which the public has a right of access as invitees or licenses, including any person in a motor vehicle in, on or upon any public way or any way to which the public has said right of access, within the limits of the Town of Needham; and no person shall consume marijuana, as previously defined, in, on or upon any private land or place without the consent of the owner or persons in control of such private land or place. Nothing in this bylaw shall authorize any possession, cultivation, transport, distribution, sale or use of marijuana otherwise prohibited by law. All marijuana being used in violation of Sub-section 3.1.10 may be seized and held until final adjudication of the charge against any such

person or persons has been made by the court." and re-numbering following sections accordingly; and by inserting a new Section J under Section 8.2.2.4 as follows: "J Public Consumption of Marijuana (Sub-section 3.1.10) Fine Schedule: $50 per offense" and re-lettering all following sections accordingly; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: The public consumption of alcohol on Town property is currently regulated under Section 3.1.9 of the General By-laws of the Town of Needham. The purpose of this article is to similarly prohibit the public consumption of marijuana or tetrahydrocannibinol on Town property or in any place accessible to the public, and, as with consumption of alcohol, allow the Town to impose a fine of $50 per offense for violation of the By-law provision.

ARTICLE 15: AMEND GENERAL BY-LAW - MUNICIPAL WATER SUPPLY

To see if the Town will vote to amend its General By-laws by deleting section 2.2.5.5 and inserting in place thereof the following:

"2.2.5.5 Municipal Water Supply

2.2.5.5.1 Applicability

This section pertains to residences and commercial property and industry served by the Town's water system.

2.2.5.5.2 Implementation of a Mandatory Non-essential Outdoor Water Use Restriction The Board of Selectmen or its designee shall have authority to implement a mandatory non-essential outdoor water use restriction in an effort to promote water conservation and to ensure compliance with the Water Management Act.

2.2.5.5.3 Backflow Prevention on Automatic Irrigation Systems All automatic irrigation systems connected to the municipal water system in the Town shall be protected from backflow events by the installation of a backflow prevention device approved by the Director of Public Works."

And amend Section 8.2.2.8 (C) of the General By-laws by deleting the words "fine schedule $50 per offense" and inserting in place thereof the words:

"First violation: Written Warning
Second violation (issued within the same calendar year): $50
Third violation (issued within the same a calendar year): $200
Fourth and subsequent violations (issued within the same calendar): $300
Each day of violation shall constitute a separate offense."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to update the Town's By-laws relative to water emergencies to ensure that the language is consistent with the terms of the Water Withdrawal Permit issued to the Town by the Department of Environmental Protection. The proposed language clarifies the role of the Board of Selectmen in implementing a mandatory non-essential outdoor water use restriction to ensure compliance with the Water Management Act, and incorporates existing backflow prevention requirements for automatic irrigation systems. The article also amends the General By-laws by creating a graduated system of fines, including a written warning.

ARTICLE 16: AUTHORIZE TAKING OF REAL PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain a portion of land from 280 Hillside Avenue, Needham, for the purposes of maintaining a sidewalk as part of the public way known as Hillside Avenue; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The plan for the construction of the Center at the Heights (new senior center) included the creation of indented, on-street parking on Hillside Avenue. The indentation, coupled with the relocation of a utility pole, resulted in a sidewalk that was not quite wide enough to meet the standard for passage and sidewalk plowing. To correct this situation, the sidewalk was constructed on private property (an area of approximately 26 square feet) which will now be conveyed to the Town. The expected cost of the conveyance will be in the $5,000 range and will be absorbed by the prior appropriation for the construction project.

ARTICLE 17: HOME RULE PETITION– SALE OF ALL ALCOHOLIC BEVERAGES IN RESTAURANTS WITH FEWER THAN 100 SEATS

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves in writing amendments to the bill before enactment by the General Court. The Town Manager is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

"An act authorizing the Town of Needham to grant certain establishments licenses for the sale of all alcoholic beverages to be drunk on the premise."

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the licensing authority of the town of Needham may issue to restaurants with seating capacities of fewer than 100 people licenses for the sale of all alcoholic beverages to be drunk on the premises.

SECTION 2. Notwithstanding section 11 of chapter 138 of the General Laws as to the time and manner of voting on the question, this act shall be submitted for its acceptance to the qualified voters of the town of Needham at state election or an annual or special town election following the effective date of this act in the form of the following question:-

"Shall an act passed by the general court in the year 2013, entitled 'An Act authorizing the town of Needham to grant certain establishments licenses for the sale of all alcoholic beverages to be drunk on the premises', be accepted?"

If a majority of the votes cast in answer to the question is in the affirmative, this act shall take effect in the town of Needham, but not otherwise.

Except as otherwise provided herein, such licenses shall be subject to the provisions of said chapter 138.

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the board of selectmen.

SECTION 3. This act shall take effect upon its passage.

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town has gradually expanded alcoholic beverage licensing. This article, in the form of a Home Rule Petition, would authorize the Board of Selectmen to approve all-alcoholic beverages licenses for restaurants with fewer than 100 seats. Needham restaurants with fewer than 100 seats currently may only be licensed for wine and malt beverages. The Selectmen believe this change would improve business opportunities for smaller and niche restaurants, and would be manageable within the Town's system of regulation. Final approval of this change would require a referendum vote.

COMMUNITY PRESERVATION ARTICLES

ARTICLE 18: APPROPRIATE FOR RIDGE HILL RESERVATION SWAMP TRAIL BOARDWALK CONSTRUCTION

To see if the Town will vote to raise and/or transfer and appropriate $183,219 for design, permitting and construction of the Ridge Hill Reservation Swamp Trail Boardwalk, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from the Community Preservation Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article not be Adopted

Article Information: The Conservation Commission has requested $183,219 in construction funding for this project to supplement prior CPA funding for design and permitting. The Conservation Commission will also allocate approximately $100,000 in dedicated conservation funds to complete the construction. The Swamp Trail links several trails within Ridge Hill Reservation and is the only connection between the east and west trails. This project would replace the elevated boardwalk through the wettest part of the swamp. The Charles River Trail extends from Charles River Street to the Charles River. This project would replace the bridge that crosses over a brook.

CAPITAL ARTICLES

ARTICLE 19: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Pollard School Roof Repair	2010 STM (N)	10	$3,500,000	$410,369
Booth Street	2011 ATM	41	$125,000	$22,000
Ridge Hill Repairs	2005 ATM	31	$126,875	$104,600
Total				

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

ARTICLE 20: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate $1,543,081 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

General Fund	Description	Recommended	Amendment
General Government	Election Equipment	$ 85,000	
General Government	Network Hardware Servers & Switches	$ 30,000	
Public Facilities	Core Fleet	$ 33,600	
Public Facilities	Energy Efficiency Upgrade Improvements	$ 113,078	
Public Facilities	Facilities Maintenance Program	$ 33,581	
Public Facilities	Portable Generator	$ 61,250	
Public Safety	Core Fleet (Building)	$ 45,042	
Public Safety	Core Fleet (Fire)	$ 49,200	
Public Schools	Furniture & Equipment	$ 79,250	
Public Schools	School Copier Replacement	$ 59,620	
Public Schools	Technology	$ 223,751	
Public Works	Core Fleet	$ 387,000	
Public Works	Two Way Radio Upgrade	$ 27,509	
Public Works	Small Specialty Equipment	$ 104,900	
Public Works	Snow & Ice Equipment	$ 210,300	
	Total Appropriation	$ 1,543,081	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article contains those cash capital items deferred from the 2013 Annual Town Meeting.

Election Equipment *The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 19 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten precincts plus one spare machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next few years, all the machines will be handicapped accessible. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. This voting machine will have a paper ballot and the memory cards have been replaced with memory sticks. Approval of new equipment by the Elections Division of the Secretary of the Commonwealth is required, and has not yet been granted.*

Network Hardware Servers and Switches *The fiscal year 2014 funding request for network servers and switches will support the replacement of older servers, spam filter, virus firewall, and internet filtering, and also the replacement of older network switches to connect buildings, departments, and workstations*

throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and will increase the speed of data within the Town's fiber network. Older servers, both application and data, will be replaced with newer, faster, and more energy efficient servers and attached storage configured for virtualization of hardware and software. Not replacing or updating this equipment can affect Town wide access to email, financial applications, Internet, and data.

Public Facilities Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is a 2001 Ford F250 Pick-Up Truck with a cab that is primarily used by the Town's carpenter. The current vehicle is due for replacement as it is currently beyond its useful life.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
702	PFD	2001	Ford 250 Pick up With Cab	Same	71,897	$33,600

Energy Efficiency Upgrade Improvements *The Town conducted an engineering study for energy upgrades in ten key buildings in the summer of 2011. The results of this study revealed that if the Town makes an initial investment in selected energy upgrades, the cost of these upgrades will pay for themselves within ten years. This funding is planned for some of the more involved projects at the Eliot and Broadmeadow Schools, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro-commissioning the HVAC system at Broadmeadow, installing motion sensors for the lighting at Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.*

Public Facilities Maintenance Program *This request funds annual maintenance of public buildings throughout the Town and School Department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. The portion of FY2014 funding that was approved in the ATM ($432,169 of the $465,750 request) was used for duct cleaning at the C & D Buildings of the High School, asbestos abatement at the Mitchell School, flooring replacement at the Broadmeadow School, xeriscaping at the High School, and water fountain replacement at the Pollard School. Also, with the natural gas line installation on Brookline Street and the replacement of the Pollard boilers, the Department converted the existing Mitchell School boilers to natural gas using remaining parts from the old Pollard boilers. The remaining portion of FY2014 funding request will be used for addressing flooding issues at the Hillside School as well as containment of fuel oil, and accessible routes to and from the building at the Pollard School.*

Portable Generator *It has been determined by emergency planning personnel that the new Senior Center will be a location for use as a respite shelter for residents during power outages. This request will fund the purchase of a 100kW portable generator that can be temporarily installed at the Senior Center to ensure comfort and safety to those occupying the site. The Center has been designed to accommodate the use of an external, portable generator.*

Building Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. The FY2014 – 2018 Capital Plan included a recommendation for the replacement of Unit #456, a 2002 Ford Taurus Sedan, with a Ford Hybrid Escape. Since that time, the Department has experienced a reduction in the availability of Unit #454 due to the number*

of repairs. As a result, the Building Commissioner has evaluated the previous request, and proposes the elimination of the request for a Ford Escape, and the replacement of two Ford Taurus vehicles (units #456 and #454) with Ford Fusion vehicles. The MPG for the Fusion is a combined 28 MPG.

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
456	Building	2002	Ford Taurus	Ford Fusion	74,510	$22,521
454	Building	2005	Ford Taurus	Ford Fusion	54,575	$22,521

Fire Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. This request is to replace a 2004 Ford pick-up truck with a utility body. The truck functions primarily as a brush fire truck, but has many other uses. In the winter months, the modular brush unit and water tank is removed, and the truck is used to transport materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, the hazardous materials trailer, the firefighting foam trailer, the mass decontamination trailer, and the Health Department Emergency Dispensing Trailer.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
C-6	Fire	2004	Pick-up with Utility Body	Same	29,560	$49,200

School Furniture, Musical Instruments, Fitness Equipment and Graphic Arts Equipment

Musical Equipment

The purpose of this program is to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain. The Department is in the ninth year of the replacement cycle, and continues to see major improvement in the quality of musical instruments available for student use. Funding in the final year of the replacement cycle (FY2014, for $15,000) would replace the grand piano in the Newman School Auditorium. The Department intends to change the replacement program to an expansion program due to population growth in fiscal years 2015 – 2018 and beyond.

School Furniture

This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. At the end of FY2014, all furniture in poor condition will have been replaced at these schools. Beginning FY2015, the replacement cycle funding will be used to replace furniture in fair condition at these schools. Unless circumstances dictate otherwise, the FY2014 funding (of $41,600) is planned for the Newman School.

Fitness Equipment

The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful

life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five years for treadmills, six years for cross trainers, eight years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven for treadmills, nine years for cross trainers, eight years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2014 funding (of $14,380) is planned for three spinning bikes and one treadmill.

High School Graphics Production Room
This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective graphic arts services to the school community, as well as hands-on training for students in the field of professional graphics and printing production. Unless circumstances dictate otherwise, the FY2014 funding (of $8,270) is intended for purchase of a vinyl cutter – heavy duty, a thermal transfer press, a flash dryer, and a paper jogging machine.

School Copiers *Photocopiers are used throughout the District by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework, exams, teaching packets, etc. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Copier replacement is planned on a lifecycle basis, using information about actual usage and the manufacturer's total estimated capacity. A seven-year maximum duty cycle is assumed for most machines. Copiers that are heavily used are replaced more frequently, while copiers that are more lightly used are replaced at year seven or beyond, or when replacement parts are difficult to obtain and the cost of maintaining the equipment becomes prohibitive. Copiers are routinely redeployed around the District as needed, to match anticipated use with copier capacity. The requested funding for FY2014 ($59,620) will replace eight copiers/RISO machines.*

School Technology

Interactive Whiteboard Technology
This program funds the purchase and installation of whiteboard technology in the Needham schools. Unless circumstances dictate otherwise, the FY2014 funding request (of $22,600) is planned for Broadmeadow, Mitchell and Pollard. The overall number of whiteboards to be installed at Pollard and Broadmeadow has increased due to room reallocation at Broadmeadow and the use of the modular classrooms at Pollard.

School Department NPS 1:1 initiative
This program continues the initiative to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High School. The FY2014 request expands the program to all Grade Eight students during the 2013/2014 school year and purchases tablet devices for the remaining Pollard Grade Eight teachers. It also prepares for the expansion to Grade Seven and Needham High School in 2014/2015 by installing additional wireless access points at Pollard and Needham High School and purchasing tablet devices for teachers at Grade Seven and at Needham High. Since $132,000 of the $145,000 total funding request was awarded at May 2013 Annual Town Meeting, the November Special Town Meeting funding request is for the remaining funds ($13,000) to implement the FY2014 plan.

Technology Innovation
In past years, the School Technology Request has included funding for computer replacements, interactive whiteboards and most recently, 1:1 tablet technology. The focus on technology replacement does not allow school staff to evaluate and experiment with emerging technologies that might foster student learning and

achievement. The purpose of this request is to support experimentation on a small scale, which will be useful for assessment and for building staff capacity. Specifically, the FY2014 request (for $25,000) is for the purchase of eReaders, such as Kindles and Nooks for use in school libraries and for the purchase of iPads for experimentation at the elementary school.

Technology Replacement

The FY2014 technology replacement request will replace 313 teacher, administrator, student, lab and laptop computers, which have reached or are functioning beyond the end of their seven-year lifecycle. Of these, 124 computers are for teachers and administrators throughout the District. Another 163 computers are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High school. The majority of the computers being purchased will be deployed at the High School. FY2014 represents the second year of the anticipated five-year time frame to replace the High School computers. The request also includes the replacement of four school-based servers, the High School Foreign Language lab server and five district data servers housed at the Educational Technology Center. These servers have been running 24/7 for three or four years and will be re-purposed to less critical functions for two and three years respectively. Additionally, this request will replace eight UPS batteries that support critical servers throughout the District and 47 printers, and will provide funds to analyze the impact of the recent conversion to Apple's new operating system, Lion, on the hundreds of software packages owned by the District. Since $278,049 of the $441,200 total funding request was appropriated at the May 2013 Annual Town Meeting, the November Special Town Meeting funding request is for the remaining funds ($163,151) to implement the FY2014 plan.

DPW Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2014 include:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
65	Parks & Forestry	2008	4WD F350 Pick-up Truck	Same	48,900	$51,900
66	Highway	2007	One Ton Dump Truck	Same	51,500	$78,300
6	Highway	2000	Six Wheel Dump Truck	Same	41,300	$178,400
72	Parks & Forestry	2007	One Ton Dump Truck	Same	47,800	$78,400

Two-Way Radio Upgrade *Effective January 2013, the Federal Communications Commission mandated that all existing licensees convert their wideband (25kHz systems) radio systems to narrowband (12.5kHz). The majority of the two-way radios installed in DPW vehicles have been converted to radios that are capable of functioning on narrowband. The purpose of this project is to replace radios that do not comply with the narrowband requirement, and to increase radio capacity at the DPW and other departments at the Public Services Administration Building (PSAB).*

Funds appropriated at the May 2013 Annual Town Meeting ($20,191) supported the purchase of 22 DPW portable radios and three base radios. The remaining allocation will fund six DPW radios, 13 Public Facilities radios, ten Building Department and PSAB radios, and one base radio.

Small Specialty Equipment *This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 includes:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
303	Parks & Forestry	1985	Tractor	Same	N/A	$74,900
356	Parks & Forestry	1985	Aerator	Same	N/A	$30,000

Snow and Ice Equipment *This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2014 are as follows:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
6A	Highway	2000	Material Spreader	Same	N/A	$32,200
116	Highway	1998	Sidewalk Tractor (Track)	Same	N/A	$169,300
66A	Highway	2006	Material Spreader	Same	N/A	$8,800

ARTICLE 21: APPROPRIATE FOR DPW GARAGE VEHICLE SERVICE LIFT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $110,000 for a DPW Garage vehicle service lift, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The DPW Garage vehicle service lift is not currently functional. The lift consists of two hydraulic posts that are housed under the garage floor, and one of the posts is not operational. Since the other post is of the same age, it is assumed that the useful life of the lift system is not worth the cost of repair. This article would fund a platform lift that will be bolted to the garage floor. The lift is an important component of the repair and preventive maintenance efforts for DPW rolling stock. The platform-type lift will also be a safer alternative for the garage staff.

ARTICLE 22: APPROPRIATE FOR PROPERTY ACQUISITION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,458,000 for the acquisition of real property known as 66-70 Chestnut Street, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Over the past two years, the Town has appropriated funds for the acquisition of real property on Lincoln Street and School Street immediately adjacent to the municipal parking lot and the Police and Fire Station. These four parcels will be converted to a parking lot for municipal public parking and Police and Fire parking within the next few months. The Town has the opportunity to acquire an additional parcel located at 66 – 70 Chestnut Street, immediately adjacent to the Police and Fire Station on Chestnut Street to the South, the driveway to the Chestnut Street Parking Lot to the North, and the previously acquired property (37-30 Lincoln Street) to the East. The parcel will be an important component in the on-going evaluation of renovation or possible reconstruction of the Police and Fire Station that is contained in the Facility Master Plan – helping to ensure that a fully modern station can remain centrally-located in Needham Center. If the acquisition is approved, the Board of Selectmen will consider a range of options for use of the property and the structures in the interim period, including meeting space, temporary work space, conference space, swing space to accommodate other construction projects, and possible lease of the structure to a third party for commercial use.

TOWN RESERVE ARTICLES

ARTICLE 23: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $566,530 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2012 Annual Town Meeting authorized the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio, which were renovated as part of a public/private partnership at a cost of more than $7 million. This appropriation will bring the Fund to the target level identified for FY2014 ($900,000).

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 17th day of September 2013.

DANIEL P. MATTHEWS. Chairman
JOHN A. BULIAN, Vice Chairman
MAURICE P. HANDEL, Clerk
MATTHEW D. BORRELLI
MARIANNE B. COOLEY

Selectmen of Needham

A TRUE COPY
Attest:
Constable:

This page has been left intentionally blank.

Town Clerk's Office
Needham, MA 02492

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ATTN: SPECIAL TOWN MEETING WARRANT

WARRANT FOR THE ANNUAL TOWN ELECTION, TUESDAY, APRIL 8, 2014
TOWN OF NEEDHAM, COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss. To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights (4/8/14)	Precinct F-		Needham High School - Gymnasium
Precinct B	-	The Center at the Heights (4/8/14)	Precinct G-		Needham High School - Gymnasium
Precinct C	-	Newman School - Gymnasium	Precinct H-		Broadmeadow School - Performance Center
Precinct D	-	Newman School - Gymnasium	Precinct I-		William Mitchell School - Gymnasium
Precinct E	-	Broadmeadow School – Perform. Ctr.	Precinct J-		William Mitchell School - Gymnasium

on TUESDAY, THE EIGHTH DAY OF APRIL, 2014 From 7:00 A.M. to 8:00 P.M. to cast their votes in the Annual Town Election (Article 1) for the candidates for the following Town Offices: **Article 1:** One Moderator for One Year; Two Selectmen for Three Years; One Assessor for Three Years; Two Members of School Committee for Three Years; One Member of School Committee for Two Years; One Trustee of Memorial Park (trustee of soldiers' memorials - veteran) for Three Years; Three Trustees of Needham Public Library for Three Years; One Member of Board of Health for Three Years; One Member of Planning Board for Five Years; One Member for the Needham Housing Authority for Five Years; One Commissioner of Trust Funds for Three Years; One Member of Park & Recreation Commission for Three Years; Two Constables for Three Years; Eight Town Meeting Members from Precinct A for Three Years; Eight Town Meeting Members from Precinct B for Three Years; One Town Meeting Member from Precinct B for Two Years; Eight Town Meeting Members from Precinct C for Three Years; Eight Town Meeting Members from Precinct D for Three Years; One Town Meeting Member from Precinct D for Two Years; Eight Town Meeting Members from Precinct E for Three Years; Eight Town Meeting Members from Precinct F for Three Years; One Town Meeting Member from Precinct F for One Year; Eight Town Meeting Members from Precinct G for Three Years; Eight Town Meeting Members from Precinct H for Three Years; Eight Town Meeting Members from Precinct I for Three Years; Eight Town Meeting Members from Precinct J for Three Years.

ARTICLE 2: BALLOT QUESTION

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 1: BALLOT QUESTION: Authorizing the Town to Grant Certain Licenses for the Sale of All Alcoholic Beverages to be Drunk on the premises.

"Shall the Town of Needham, acting through its licensing authority, be granted the authority to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons?"

Summary: Acceptance of this act by the voters of the Town of Needham will authorize its Board of Selectmen to issue licenses for the sale and serving of all alcoholic beverages by restaurants with a seating capacity of less than 100 persons to be consumed on the premises. All other provisions of General Laws, Chapter 138 (Alcoholic Liquors) shall apply to the sale and serving of alcoholic beverages by restaurants with a seating capacity of less than 100 persons."

ARTICLE 3: BALLOT QUESTON

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 2: GENERAL OVERRIDE: SCHOOL DEPARTMENT

"Shall the Town of Needham be allowed to assess an additional $1,548,410 in real estate and personal property taxes for the purpose of funding operating expenses for the Public Schools for the fiscal year beginning July first, two thousand fourteen?"

The Annual Town Meeting for the transaction of business shall commence on
Monday, May 5, 2014 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall

and you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least seven days before the time of said meeting. Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour. Given under our hands at Needham aforesaid this 25 day of February, 2014.

THE NEEDHAM BOARD OF SELECTMEN

DANIEL P. MATTHEW, *Chairman*
JOHN A BULIAN, *Vice Chairman*
MAURICE P. HANDEL, *Clerk*
MATTHEW D. BORRELLI
MARIANNE B. COOLEY
Selectmen of Needham

TOWN OF NEEDHAM
MASSACHUSETTS 02492

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NEEDHAM RESIDENT

Annual Town Election
Tuesday, April 8, 2014
7:00 A.M. – 8:00 P.M.
Open to all registered Voters

TOWN OF NEEDHAM

MASSACHUSETTS

2014 Annual Town Meeting Warrant

Election: Tuesday, April 8, 2014

Business Meeting at 7:30 p.m. on Monday, May 5, 2014

At the James Hugh Powers Hall, Needham Town Hall

Additional information on particular warrant articles will be made available from time to time at **www.needhamma.gov/townmeeting** during the weeks leading up to the Annual Town Meeting.

2014 Annual Town Meeting Warrant
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Fellow Town Meeting Members:

The Finance Committee is pleased to present both its103rd Annual Report to Town Meeting, and its recommended Budget for Fiscal Year 2015. In the face of a national economy that continues to gain momentum, albeit ever so slowly, we have attempted to structure a budget that is sustainable, cost-effective and adaptive to changing needs. We expect continued revenue growth for the Town in FY15, as discussed below, but the growth will not be at the levels seen in times of an economy more robust. Nevertheless, as a result of careful planning and cautious spending, the Town has been able to weather the current economic situation with it customary high level of services. As you know, in recent years the Town has implemented cost-cutting measures particularly in the areas of health insurance and energy. Such efforts have kept recent cost increases manageable, and have added to budgetary turn-backs that were used for capital and other one-time needs. Looking forward to FY15, however, we can expect the impact of some of these cost-saving measures, particularly in health insurance, to wane as the savings taken become fully integrated into the cost of operations.

While revenue growth is expected to be modest and some major opportunities for savings have already been tapped, the Finance Committee recognizes that there continue to be growing operational needs for the Town and its schools. Our Town-side departments are under pressure due to expanding infrastructure needs and the ever-increasing demands on service delivery. The School Department is faced with increasing unfunded state and federal mandates, enrollment growth in the secondary level, and facility replacements. All of this makes it difficult to maintain even the same level of programs without significant budget increases. It comes as no secret that the School Department's budgetary needs are consistently increasing faster than the Town's rate of revenue growth. The Finance Committee is cognizant of these pressures on the Town and has strongly encouraged both the School Department and the School Committee to hasten their efforts to fashion a long-term strategic plan that presents an end state educational vision in line with what a Town such as ours can sustain.

In preparation for our FY15 Budget recommendation to Town Meeting, the Finance Committee participated in the Town Manager's departmental budget meetings held in November 2013 and, as is our custom, conducted our own budget hearings from December 16, 2013 through February 12, 2014. In addition, the Finance Committee altered its departmental review process this year. We identified the larger and more complex departments for "deep dive" reviews. Committee liaisons met individually with department managers for a line item review of their FY15 budget requests. In light of these conversations, the Finance Committee liaisons were charged with making very specific recommendations to the rest of the Committee. The Finance Committee intends to continue this practice, determining each budget year which departments will be identified to participate in this "deep dive" process. The Finance Committee will continue its regular practice of meeting, as a Committee, with the managers from each Town and School Department, along with the leaders of boards and committees to examine each and every budgetary request. The Finance Committee continues to ask the difficult questions as it seeks to balance competing budgetary needs and to pursue the best interests of residents and taxpayers.

The Finance Committee also included a review of the School Department's FY15 Supplemental Budget request. Please note that, as of this writing, the override vote scheduled for April 8th has

yet to take place. On December 2, 2013, the School Superintendent proposed a base budget seeking an increase of 5.28%, or $2.8 million, for level services and contractual increases, along with some limited program improvements. The Superintendent's budget also proposed a $2.1 million supplemental budget in support of an extended school day, with a number of programmatic enhancements. The School Department and School Committee plan to seek funding for their supplemental request, now modified to $1.5 million, through a Proposition 2 ½ override vote, as mentioned above. The Finance Committee, taking lead from its solid working relationship with both School Administration and School Committee, for the first time in the recent past, took a very directive role in its conversations with School Administration regarding its override proposal. The Committee's goal was not to give direction to the School's educational vision, but rather to work with them to align the individual components of their supplemental request with those specific enhancements associated only with an extended day program, thus ensuring the request was both reasonable and appropriate relative to their goals. The Committee chose to review both the base budget and the supplemental budget request together in order to fully understand the School's spending requests in the context of their educational goals. The Finance Committee concurrently reviewed the entire Town's operating budget so that all needs could be considered as part of a cohesive plan. As a result, some proposed items from the supplemental request were recommended by the Finance Committee to be moved into the FY15 base operating budget because they more directly related to ongoing programmatic needs rather than the new extended day program. Ultimately, the Board of Selectmen approved the School Committee's request to include a ballot question asking voters whether to approve an override and increase the school's FY15 base operating budget by $1,548,410.

It is our hope that going forward there will be more broad-based long-range planning and sharing of ideas among the major Town Boards and Committees not unlike those undertaken in response to the School's FY15 supplemental request. As is obvious throughout this entire report to Town Meeting, such planning and interaction is becoming more critical as the revenue growth outlook for the Town continues to be modest, while its operational needs become increasingly complex.

The Finance Committee would like to express its continuing appreciation to the Town Manager and her administrative team, as well as to the School Superintendent and his administrative team, for their efforts to build sustainable programs that both address current needs and make the investments necessary to meet future needs. The people of Needham are well served by their skill and insight.

Revenue Summary

General Fund Revenue projections for Fiscal Year 2015 include increases in all principal sources of revenue: property taxes, state aid and local receipts. The total General Fund Revenue, and thus the revenues available for appropriation, are expected to decrease slightly overall from FY14. This is attributable, in part, to the fact that the level of certified Free Cash in FY14 was extraordinarily high, as discussed below. Also, overall revenue will be decreasing because excluded debt payments and their associated tax revenue will be lower.

At the time of this writing, the estimated total General Fund Revenue for Fiscal Year 2015 is projected to be $133,518,526, of which $132,134,087 is available for appropriation. This

represents a decrease of 0.2% from FY14. The Finance Committee recommends that $127,693,897 be allocated to the Fiscal Year 2015 Operating Budget, an increase of 2.9%.

Property tax receipts comprise the largest source of revenue for Needham, accounting for over 82% of projected General Fund Revenues in FY15. Our revenue projections assume an increase of 3.5%, or approximately $3.7 million, in property taxes for FY15. Almost $2.5 million of this property tax increase consists of the allowable tax increase under Proposition 2 ½. An additional $1.68 million of the increase in property taxes is due to new growth, or increases in property values, which are added to the tax base. New growth remains strong year over year, although volatile due to the varying number of large commercial projects. FY15 projected revenue numbers are tempered by the fact that, as mentioned above, taxes collected for excluded debt service will be decreasing. Tax revenues for excluded debt will be approximately $6.7 million, a decrease of $435 thousand, or 6%, compared to FY14.

Total state aid, particularly the so-called Cherry Sheet aid, is determined as part of the state budget process. State aid accounts for 8% of the projected General Fund revenue for FY15. The Governor's proposed state budget for FY15 includes an increase of 4.3% in Chapter 70 aid for schools. Unrestricted state aid, which is used for other municipal needs and is more volatile, is expected to be flat. Therefore, our state aid projections are conservative, with an anticipated increase of $326,352, or 3.2%.

Local receipts, another Town revenue source, include revenues received for automobile, room and meal excise taxes, licensing and permitting fees, fines and penalties, and income from departmental activities and services. For FY15, local receipts are projected to comprise about 6.2% of General Fund revenue. Projections of local receipts are also based on conservative assumptions. Our revenue projections assume an increase of $301,367 in local receipts, an increase of about 3.8% over the projected receipts for FY14.

As mentioned above, Free Cash, or more appropriately titled unexpended cash, is another source of revenue. Free Cash is derived from revenue in excess of projections and/or expenditures less than amounts appropriated for the prior year, in this case FY14. Free Cash for FY15 is projected to be approximately $4.2 million. As you will recall, the amount of Free Cash that was certified in FY14 was exceptionally high: $10,133,912. This extraordinary level of Free Cash resulted from construction issues that affected the borrowing for such projects and the timing of state reimbursements. Substantial funds were not certified during FY13, but were later captured in the FY14 Free Cash. The Town traditionally appropriates Free Cash certified in one fiscal year for the following year's cash capital needs. However, the delay of the certification of certain free cash in FY13 impacted the timing of the FY 2014 cash capital appropriations. Certain FY 2014 cash capital items that were high priority for funding, but which could wait several months, were funded through an appropriation at the November 2013 Special Town Meeting when FY14 free cash became available. As in a typical year, a portion of Free Cash certified in FY14 has been reserved for appropriation at this Annual Town Meeting for the FY15 operating budget and for funding FY15 cash capital items.

The Town's customary practice is to use only that portion of Free Cash that is expected to be recurring to support operating expenses. The balance is used for cash capital, supplementing

reserves, or other one-time needs. The formula we use to determine the recurring portion of Free Cash for operations is the lesser of 2% of the adjusted departmental operating budgets for the prior fiscal year or the actual turn-back. Applying this formula to the FY14 Free Cash amount, $1.4 million would be available to apply to the FY 2015 operating budget. The recommended FY15 budget uses $1,685,088 toward the operating budget, a number that falls between the turn-back and 2% of the prior operating budget. Applying this level of Free Cash to the FY15 operating budget is appropriate because the FY15 budget includes certain one-time operating capital expenses, such as an additional police cruiser or firefighting equipment, which are not expected to recur annually. We anticipate this amount of Free Cash will be recurring, but even if not, the budget will be sustainable.

FY 2015 Operating Budget Recommendations

The total operating budget for FY15 is $127,693,897, which is 2.9% higher than the approved FY 2014 operating budget. This increase is leaner than in recent years; the FY14 and FY13 budgets each increased 4.7% over the preceding year. The changes in the three major components of the FY15 budget are:

Town Wide Expenses:	-0.8%
Municipal Departments (excluding Education)	3.2%
Education	5.1%

The principal drivers of each component of the budget are discussed below.

Townwide Expenses

The FY15 budget recommendation includes a decrease of 0.8% in Townwide Expenses overall. The drivers are decreases in the Debt Service and the Retiree Insurance and Liability Fund lines. Debt Service, payments for outstanding debt obligations, is decreasing by $609,403. Although the debt service payments within the levy are increasing, the payments for excluded debt, also in this line item, are decreasing significantly. As noted last year, FY14 was the peak year for the Town Hall, the Newman School and other projects funded with excluded debt. It is important to note, as mentioned above, that the decrease in the debt service for excluded debt affects revenue as well, since the payments are directly supported by additional tax assessments. When the debt payments decrease, the Town collects less.

The FY15 budget for the Retiree Insurance and Insurance Liability Fund is 1.9%, or almost $95 thousand, lower than the FY14 budget for this line item. The funding schedule for OPEB is actually increasing by 4.5%. However, as you recall, the Town appropriated an additional $307,677 toward OPEB liabilities at the November 2013 Special Town Meeting, thus the contribution in the FY15 budget for OPEB and retiree insurance is lower than the total appropriation for Fiscal '14. The Unemployment and Workers' Compensation Insurance line items, taken together, are decreasing by 4.4%. The Unemployment Insurance line item is decreasing by $150 thousand, or 60%, based on a decrease in the unemployment claim history. The Workers' Compensation line is increasing by using the $100 thousand savings from the Unemployment Insurance line in order to bring the Workers' Compensation Reserves to targeted

level and to account for projected salary growth. The Group Health Insurance and Employee Benefits line is increasing 1.2%, due to a health insurance rate increase, offset, in part, by a decrease in the number of actual enrollees. The increase covers costs associated with benefit-eligible positions added in both the General Government and School Departments. Please note that the FY15 budget does not include additional benefit costs associated with the Supplemental Request. Those expenses are included within the Supplemental Request itself.

The Classification, Performance, and Settlements line funds a reserve for personnel related needs. The FY15 line is increasing by $94 thousand to allow for the fact that several collective bargaining agreements were not yet settled when the FY15 budget recommendations were made. The Reserve Fund protects against extraordinary or unforeseen budget needs in FY 2015. Customarily, the Reserve Fund is available to fund any overages in the Snow and Ice Removal budget. The line is $16,247, or 1.1%, higher than the FY14 Reserve Fund appropriation. The FY14 Reserve Fund line was augmented by an additional appropriation of $75,000 at the fall 2013 Special Town Meeting from Free Cash in order to reinstate funds that had been transferred to the Board of Selectmen's budget for a deposit on real property. The Finance Committee added $51,758 to the FY15 Reserve Fund which could be available for appropriation in the event the Health Department's funding grant for their substance abuse program director is not renewed.

Municipal Departments (excluding Schools)

The Municipal Departments category includes 22 different budgets: operational departments, boards and committees, and the municipal parking and street lighting programs. This report groups those budgets within Municipal Departments by functional groups.

At the time of budget preparation and the writing of this report, the Town and the Needham Independent Town Workers Association (ITWA) had not yet reached a collective bargaining agreement for FY15. As a result, the budget provisions for these departments do not include a cost of living adjustment for the ITWA represented employees within the department. In addition, the Needham Independent Public Employees Association (NIPEA), representing certain positions within the DPW, had not reached a contract agreement for FY15. As a result anticipated step increases are included in departmental budgets according to the current scale. If a cost of living adjustment were to be agreed upon, any additional funding would come from the Classification, Performance and Settlement line in the Townwide Expenses section of the FY15 operating budget.

General Government

General Government budgets include the Town's administrative departments. The FY15 proposed budget for all General Government departments is increasing by 2.4% over the FY14 Budget. The Board of Selectmen / Town Manager line is up 3.4% over FY14, due primarily to the base wage increase of 2.5% for all non-represented employees. Over the years, the Town has done this in order to maintain parity with those employees represented through collective bargaining. Expenses have also risen in this department due to the increase in costs for Audio / Visual technicians needed to oversee the complex equipment for municipal events now held in Powers Hall. The Town Clerk & Board of Registrar's budget is increasing by 11%. This is due

to the two additional elections to be held in FY15, resulting in additional salary, programming, postage, printing and related expenses.

The budget for the Town Counsel's office is up 7.1% from FY14. This includes a 2.5% salary increase, along with a $20,000 increase in expenses. The change in the expense line is intended to cover the growing consulting costs in FY15 as well as to align the budget more closely with actual spending. The Personnel Board budget is down 3.8% from FY14 due to the elimination of the recording secretary position. The Town's Human Resources department will assume this responsibility. The Finance Department budget is essentially flat from FY14. The proposed budget includes an increase of $8,128. This represents additional hours for an existing part time administrative staff member within the accounting office. However, this increase is offset by an $8,000 reduction in department overtime, tuition reimbursement and management vacation buy-back. The budget does not reflect potential wage increases for bargaining members in the department. The Finance Committee's budget is up 2.4% from FY14 due to projected salary expenses.

Land Use and Development

This budget is up 2.9% over FY14, due largely to salary and wages. Expenses remain flat. The Planning and Economic Development Department's budget is up 3.2% over FY14. Once again this is due primarily to increasing salary and wages. The Department added a part-time staff member in FY14 to both monitor affordable housing inventory and to develop new opportunities. There was no budgetary impact, however, because that funding is derived from CPA funds. In addition, the Finance Committee declined to fund a request for funds in FY15 to secure a consultant to address time sensitive and complex technical issues that may arise from time to time. The Finance Committee concluded that a request to transfer funds from the Reserve Fund would be more appropriate should such an expense arise.

The Community Development budget, which includes Conservation and the Zoning Board of Appeals, is up 2.4% over FY14, largely reflecting contractual salary increases for existing staff. Another contributing factor to the salary and wage increase is that funding from the State Wetlands Protection Fund no longer supplements the salary of the Director of Conservation. However, the Wetlands Protection Fund continues to support a small portion of the Department Specialist. The Community Development budget does not include potential increases for ITWA bargaining unit members.

Public Safety

Overall this segment of the budget is up 4.9%. The Police Department budget is up by 6.9%, which includes contractual salary and wage increases for represented and non-represented employees, but does not include potential wage increases for members of the ITWA bargaining unit. In addition to wages, the FY15 budget includes an increase of $71,012 for the hiring of two civilian dispatchers. This is intended to free up patrol officers who now cover the night shift dispatch desk. Since new state regulations require significant training for dispatchers, the hiring of civilian dispatchers will be offset by a reduction in the training overtime budget of $35,000. The Police Department's capital request is increasing in order to cover the purchase of five cruisers in accordance with the existing replacement schedule. The conversion to a new vehicle model is mostly completed and equipment from the old vehicles can be transferred to the new

ones, reducing costs. The Police Department budget does not include the costs for additional crossing guards, projected to be $44,680, which will be needed if the Schools' supplemental request is approved. This amount has been calculated within the supplemental request itself.

The Fire Department budget is up 3.4% from FY14. The salary and wage line, which includes increases for represented firefighters as well as non-represented employees, is increasing 2.6%. Potential increases for ITWA members are not included. This budget eliminates the Fire Alarm Superintendent position. A portion of these savings will be used to cover alarm work needed to be done until conversion to the new wireless system is completed. The FY15 budget moves the department closer to fully funding the potential overtime demands represented in this budget. Due to competing needs, the Finance Committee's recommended budget continues to use an incremental approach to closing this structural budget gap. The Fire Department has held the line on expenses for several years and, as expected, the capital expense budget will increase in FY15 in order to provide needed firefighting and communications equipment.

The Building Department budget is up 4.1%, due largely to salary and wage increases for existing staff. Potential increases for ITWA members are not included. The Building Department expense budget remains flat for FY15.

Public Works

This budget which includes not only the Department of Public Works Department, but the Municipal Parking Program and the Municipal Lighting Program as well is up 2.3% from FY14. This increase is largely due to contractual wage increases. However it does not include potential increases for the departments represented employees in NIPEA and ITWA. The garage division's expenses are increasing to partially restore cuts made in FY 2014. The parks and forestry division's budget includes a new expense item for a field treatment process intended to protect grass roots and allow for less watering.

The Municipal Parking Program's budget is up 1.7%, due to an increase in the leasing expenses for certain parking lots. Although the number of parking spaces is expected to increase due to the Town's property acquisitions, the maintenance costs remain flat in FY15. The Municipal Lighting Program budget is up 1.5% due to a slight increase in projected energy costs. The costs of additional street lights are offset by the use of more energy-efficient lighting.

Public Facilities

This segment of the budget is virtually flat representing an increase 0.8%. The salary and wage line is increasing by 3.0%, due to contractual wage increases, plus the inclusion of the full year's salary for a custodian at the new Center at the Heights which was open for only a portion of FY14. The possible salary increases for ITWA members have not been included in this budget. The Public Facilities energy budget is decreasing overall due to continued energy-saving measures implemented by the department.

Community Services

This segment of the operating budget, which is up 4.4% over FY14, represents only 2.6% of the Town's overall budget, but in reality represents considerably more in services delivered back to the Town. To accomplish this, these departments garner support from in-kind services, grants,

monetary donations and a variety of volunteer contributions. It is worth noting, however, that such a heavy reliance on sources beyond that which is provided through the tax levy may very well force the Town to either curtail these needed services or shift needed resources from other departments if these external resources should diminish either all or in part. These departments, whenever feasible, should begin to shift funding of these services from outside sources to their own operating budgets.

The Human Services budget, which is comprised of the Council on Aging, Youth Services, and Veterans' Services, is increasing by 7.7% for FY15. The Youth Services will be adding, for the first time in a number of years, a new part-time clinical Social Worker for $19,019, to address growing needs. The Veterans' Services assessment, administered by the West Suburban Veterans' Services District, increased in FY14, and will increase once again in FY15 due to increased demand. The Council on Aging has recently opened its Center at the Heights, but projects no staffing increases in FY15. Currently COA receives $134 thousand in salary grant funding outside of its operating budget.

The Health Department budget is up 1.9%, primarily to fund an AED maintenance contract. The Finance Committee does not recommend funding the department's additional request to cover the salary of the Substance Abuse Prevention Program Director in their budget at this time. The Health Department has made application to renew its grant to cover this expense. If the grant is not awarded, the Finance Committee anticipates recommending an operating budget amendment to move resources from the Reserve Fund to the Health Department budget so as not to impede this valuable work.

The increase in the Public Library budget of 3.9% is sufficient to insure continued certification by the Massachusetts State Board of Library Commissioners, and thereby continue its eligibility for state aid. Reliance on outside aid to maintain service levels is not a sustainable long-term strategy as referenced above. In recent years this department has successfully moved positions into its operating budget when it seemed appropriate. For FY15, however, the Finance Committee's recommendation is not to move funding for any Library positions covered by state aid into their operating budget. Currently the state aid account has more than sufficient resources to fund these positions.

The Park and Recreation Budget is up 3.9% due to salary and wage increases, including an increase of $3,725 for wages for regular playground maintenance work. $8,000 of expenses have also been added for materials for playground maintenance. The requested Park and Recreation budget does not include potential increases for its ITWA personnel.

The Finance Committee's recommended FY 2015 budget maintains level funding for the Commission on Disabilities, the Historical Commission and the Trustees of Memorial Park. Representatives from each group presented to the Committee their plans for achieving FY15 service goals at FY14 funding levels.

Education

The total Education budget is $57,537,049, which represents 45.1% of the total Town's operating budget for FY15. The Education section of the budget has two components: the

Town's assessment for the Minuteman Regional High School, and the operating budget for the Needham Public Schools. The Minuteman Regional High School's estimated assessment for FY 15 is $893,211, an increase of 21.7% over FY14, due to higher enrollment by Needham students. The budget for the Needham Public Schools totals $56,643,838, an increase of $2,648,251, or 4.9%, over the appropriation in FY14. The Finance Committee's recommended FY 2015 budget fully funds the Superintendent's final proposed budget, and adds $59,000 to fund three part-time teacher and staff positions at the high school. The School Department had originally proposed to include these positions in its supplemental request. However, consistent with discussions during the review of the supplemental request, the Finance Committee found it more appropriate to include these costs within the FY15 operating budget.

The increase in the School Department's budget can be broken down as follows: $1,521,367 or 57.4% of the total increase covers contractual wage increases; $342,124 or 12.9% of the total increase maintains level services, which, similar to last year, is driven by increasing enrollment at the High School level; and $784,760, or 29.6%, of the total increase provides program improvements.

The Finance Committee continues to monitor results of the recent Special Education organizational restructuring. While savings may still be difficult to quantify, the School Department reports demonstrated improvement in student learning and parent satisfaction within the program. There have been savings in Special Education transportation expenses due to the purchase of school vans which is estimated to have avoided $76,000 in transportation costs. Yellow bus transportation costs are moderating, and the recommended budget includes no increase in the transportation subsidy.

The School's supplemental budget, as discussed above, was reviewed by the Finance Committee in concert with the review of the FY15 base operating budget request. The Finance Committee liaisons worked closely with the School Superintendent and the School Committee liaisons to find savings and efficiencies. If the override vote to fund the supplemental request is successful, then the proposed supplemental programs will be funded with an increase in the property tax base outside of the constraints of Proposition 2 ½ and will become part of the School's operating budget.

Cash Capital

As discussed earlier in the Revenue section, the amount of free cash is unusually high this year, which has had a positive effect on our cash capital recommendations. The Town's practice, as you know, has been to fund most cash capital at the Annual Town Meeting with the free cash certified that year. However, the level of free cash certified in FY13, $2,153,808, was exceptionally low, due to a timing issue with the Department of Revenue. As a result, at the May 2013 Annual Town Meeting, the Town was able to fund only a portion of the top priority cash capital items for FY14. In early FY14, the DOR certified an extraordinarily high level of free cash, $10,133,912. Town Meeting then appropriated a portion of the FY14 free cash to meet the outstanding FY14 cash capital needs. The level of free cash certified this year has been sufficient to fund the outstanding cash capital needs from FY14, and to provide funding for FY 15 cash capital items. The Finance Committee discussed capital requests with each of the

departmental managers, and recommends funding all of the Town Manager's recommended Tier 1 capital items for a total of $2,467,260.

Closing Reflection

After having read the preceding pages, which serve as somewhat of an executive summary, I am sure you come away realizing there are no big surprises in the FY15 operating budget. It is crafted reflecting an environment not dissimilar to that of today where the national economy is improving albeit ever so slowly, federal and state aid continue to track downward, town revenue is modestly growing, operational needs present themselves as more varied and complex, public and private grants may or may not decline and rather large facility expenses loom on our horizon.

However, in spite of some of this environmental uncertainty year over year, the Town continues to respond confidently. Its conservative "live within your means" approach is both fiscally prudent and strategically wise. Our continued vigilance, careful planning and controlled spending, all with a clear eye to sustainability, will serve to make a vibrant and financially strong Needham even stronger.

On behalf of the Finance Committee, I would like to express, once again, our appreciation for the hard work and dedication of the Town Manager, the Director of Finance, the Superintendent of Schools, and the Director of Financial Operations for the Schools. The Finance Committee benefited greatly from their efforts and from their open and constructive approach to resolving competing operational needs. We would also like to acknowledge the many talented and generous citizens who dedicate their time and service to our community through elected, appointed and volunteer positions. Their thoughtful input played a critical role throughout our budgetary review process.

Finally, I would also like to thank the members of the Finance Committee for their tireless efforts throughout this budgetary process. Each one brings their own unique set of experiences and perspectives to the process. As a result, our recommendations are the product of thoughtful, productive and insightful debates, with the long term interests of the Town and its residents always as our guiding principle. I am proud to present, on behalf of the entire Finance Committee, a fiscally sound FY15 operating budget which embodies that principle.

Respectfully submitted on behalf of the Finance Committee,

Richard J. Lunetta,
Chairperson

Committee Members:

John Connelly, Vice Chairperson
Richard Creem
James Flinton
Louise Miller
Richard Reilly
Lisa Zappala
Richard Zimbone
Louise Mizgerd, Executive Secretary

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Summary of Revenue
FY2013 - FY2015
General Fund Only

	Actual FY2013	Current Budget FY2014	Preliminary FY2015
Local Estimated Receipts			
Local Excises and Other Tax Related Collection	$5,910,188	$4,920,000	$5,035,000
Departmental Activities	$3,704,404	$2,785,000	$2,943,000
Fines & Forfeits & Assessments	$163,645	$129,500	$140,000
Investment Income	$84,803	67,500	70,000
Miscellaneous Revenue	$219,636	134,000	155,000
Miscellaneous Non-recurring	$1,288,907	5,633	0
SUB-TOTAL	**$11,371,583**	**$8,041,633**	**$8,343,000**
Property Taxes & State Aid			
Real & Personal Property Tax Levy	$99,676,528	$106,008,113	$109,755,296
Cherry Sheet Revenue (State Aid)	$9,957,566	$10,296,504	$10,622,856
SUB-TOTAL	**$109,634,094**	**$116,304,617**	**$120,378,152**
Other Available Funds & Free Cash			
Undesignated Fund Balance (Free Cash)	$5,366,720	$8,135,372	$4,152,348
Overlay Surplus	$500,000	$1,000,000	$500,000
Reserved for Appropriation - Parking	$40,000	$40,000	$40,000
Transfer from other Articles	$1,135,000	$98,070	$0
Other Available Funds	$28,018	$0	$0
Reserved for Debt Exclusion Offset	$56,328	$206,310	$105,026
SUB-TOTAL	**$7,126,066**	**$9,479,752**	**$4,797,374**
Total General Fund Revenue	**$128,131,743**	**$133,826,002**	**$133,518,526**
Adjustments to General Fund Revenue			
Enterprise & CPA Reimbursements	$2,158,539	$2,379,967	$2,125,763
SUB-TOTAL	**$2,158,539**	**$2,379,967**	**$2,125,763**
Total Revenue Available for General Fund Use	**$130,290,282**	**$136,205,969**	**$135,644,289**

Account Balances

Athletic Facility Improvement Fund	As of March 31, 2014	$900,809
Capital Facility Fund	As of March 31, 2014	$1,295,268
Capital Improvement Fund	As of March 31, 2014	$649,886
Free Cash	As of March 31, 2014	$4,152,348
Parking Meter Fund	As of March 31, 2014	$167,722
Sewer Enterprise Fund Retained Earnings	As of March 31, 2014	$1,950,399
Solid Waste Enterprise Fund Retained Earnings	As of March 31, 2014	$686,044
Stabilization Fund	As of March 31, 2014	$3,743,586
Water Enterprise Fund Retained Earnings	As of March 31, 2014	$2,254,842

Summary of Expenditures
FY2013 - FY2015
General Fund Only

	Actual Committed FY2013	Current Budget FY2014	Recommended FY2015
Town Wide Group	**$31,317,371**	**$35,494,182**	**$35,208,606**
Department Budgets			
Board of Selectmen/Town Manager	$800,582	$794,348	$821,318
Town Clerk/Board of Registrars	$358,233	$321,912	$357,440
Town Counsel	$377,145	$305,790	$327,584
Personnel Board	$72	$15,600	$15,000
Finance Department	$2,297,372	$2,472,468	$2,481,282
Finance Committee	$30,407	$32,893	$33,687
Planning Department	$255,617	$269,399	$277,997
Community Development	$128,090	$141,757	$145,214
Police Department	$5,216,478	$5,624,023	$6,013,261
Fire Department	$6,291,113	$6,844,275	$7,073,775
Building Inspector	$468,842	$559,654	$582,350
Minuteman Regional High School	$777,052	$733,961	$893,211
Needham Public Schools	$50,785,785	$53,995,587	$56,643,838
Department of Public Works	$5,441,643	$5,021,902	$5,138,236
Municipal Parking Program	$44,930	$70,250	$71,445
Municipal Street Lighting Program	$190,981	$217,804	$221,153
Department of Public Facilities	$7,640,808	$8,003,190	$8,067,148
Health Department	$464,744	$515,549	$525,457
Human Services	$588,086	$670,348	$721,681
Commission on Disabilities	$244	$550	$550
Historical Commission	$0	$1,050	$1,050
Library	$1,379,726	$1,419,551	$1,475,210
Park & Recreation	$570,260	$574,456	$596,654
Memorial Park	$750	$750	$750
Department Budget Total	**$84,108,960**	**$88,607,067**	**$92,485,291**
Total Budget	**$115,426,331**	**$124,101,249**	**$127,693,897**
Other Appropriations			
General Fund Cash Capital	$3,786,633	$6,066,941	$2,467,260
Other Financial Warrant Articles	$372,699	$263,095	$48,805
Transfers to Other Funds	$1,993,968	$2,276,877	$1,924,125
Total Other Appropriations	**$6,153,300**	**$8,606,913**	**$4,440,190**
Other Uses			
Other Amounts Required to be Provided	$71,738	$72,610	$83,999
State & County Assessments	$1,238,429	$1,273,564	$1,274,570
Provisions for Abatements & Exemptions	$1,876,905	$2,151,633	$2,151,633
Total Other Uses	**$3,187,072**	**$3,497,807**	**$3,510,202**
Total General Fund Expenses	**$124,766,703**	**$136,205,969**	**$135,644,289**

Town of Needham
General Fund
FY2015 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2013 Expended	FTE	FY2014 Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change from 14	FY2015 Amendments
Townwide Expenses									
1	Non-Contributory Retirement Payments	33,340		34,100		34,800			
2	Contributory Retirement System	4,905,468		5,420,454		5,621,400			
3	Group Health Insurance, Employee Benefits & Administrative Costs	9,086,489		10,091,409		10,212,592			
4	Retiree Insurance & Insurance Liability Fund	4,923,887		5,035,139		4,940,198			
5	Unemployment Compensation	129,929		250,000		100,000			
6	Debt Service	11,271,758		12,197,287		11,587,884			
7	Workers Compensation & Injured on Duty	450,000		467,550		586,252			
8	Casualty, Liability & Self Insurance Program	516,500		525,000		542,000			
9	Classification Performance & Settlements	Transfers Only		25,000		119,000			
10	Reserve Fund	Transfers Only		1,448,243		1,464,490			
	Total	**31,317,371**		**35,494,182**		**35,208,616**			
	Townwide Expense Total	**31,317,371**		**35,494,182**		**35,208,616**		**-0.8%**	

Town of Needham
General Fund
FY2015 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2013 Expended	FTE	FY2014 Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change from 14	FY2015 Amendments
Board of Selectmen & Town Manager									
11A	Salary & Wages	657,016	8.0	687,407	8.0	711,577	8.0		
11B	Expenses	143,566		106,941		109,741			
	Total	**800,582**		**794,348**		**821,318**			
Town Clerk & Board of Registrars									
12A	Salary & Wages	306,982	4.6	282,647	4.6	309,990	4.6		
12B	Expenses	51,250		39,265		47,450			
	Total	**358,232**		**321,912**		**357,440**			
Town Counsel									
13A	Salary & Wages	69,769		71,790		73,584			
13B	Expenses	307,376		234,000		254,000			
	Total	**377,145**		**305,790**		**327,584**			
Personnel Board									
14A	Salary & Wages	72		600		-			
14B	Expenses	-		15,000		15,000			
	Total	**72**		**15,600**		**15,000**			
Finance Department									
15A	Salary & Wages	1,513,687	23.7	1,637,963	23.7	1,660,303	23.9		
15B	Expenses	746,185		797,005		783,479			
15C	Capital	37,500		37,500		37,500			
	Total	**2,297,372**		**2,472,468**		**2,481,282**			

Town of Needham
General Fund
FY2015 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2013 Expended	FTE	FY2014 Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change from 14	FY2015 Amendments
Finance Committee									
16A	Salary & Wages	29,531	0.5	31,668	0.5	32,462	0.5		
16B	Expenses	876		1,225		1,225			
	Total	**30,407**		**32,893**		**33,687**			
	General Government Total	**3,863,810**	**36.8**	**3,943,011**	**36.8**	**4,036,311**	**37.0**	**2.4%**	
Planning & Economic Development									
17A	Salary & Wages	244,410	3.3	252,939	3.3	261,537	3.3		
17B	Expenses	11,207		16,460		16,460			
	Total	**255,617**		**269,399**		**277,997**			
Community Development									
18A	Salary & Wages	118,557	2.5	129,899	2.5	133,356	2.5		
18B	Expenses	9,533		11,858		11,858			
	Total	**128,090**		**141,757**		**145,214**			
19	Reserved	-							
	Land Use and Development Total	**383,707**	**5.8**	**411,156**	**5.8**	**423,211**	**5.8**	**2.9%**	
Police Department									
20A	Salary & Wages	4,708,027	57.0	5,175,845	57.0	5,531,607	59.0		
20B	Expenses	248,937		292,426		306,930			
20C	Capital	259,514		155,752		174,724			
	Total	**5,216,478**		**5,624,023**		**6,013,261**			

Town of Needham
General Fund
FY2015 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2013 Expended	FTE	FY2014 Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change from 14	FY2015 Amendments
Fire Department									
21A	Salary & Wages	6,040,208	72.0	6,581,793	72.0	6,752,037	71.0		
21B	Expenses	241,888		262,482		288,907			
21C	Capital	9,017				32,831			
	Total	**6,291,113**		**6,844,275**		**7,073,775**			
Building Department									
22A	Salary & Wages	447,740	7.0	528,614	8.6	551,310	8.6		
22B	Expenses	21,101		31,040		31,040			
	Total	**468,841**		**559,654**		**582,350**			
	Public Safety Total	**11,976,432**	**136.0**	**13,027,952**	**137.6**	**13,669,386**	**138.6**	**4.9%**	
Minuteman Regional High School									
23	Assessment	777,052		733,961		893,211			
	TOTAL	**777,052**		**733,961**		**893,211**			
Needham Public Schools									
24	Needham Public School Budget	50,785,785	648.5	53,995,587	665.9	56,643,838	684.2		
	TOTAL	**50,785,785**		**53,995,587**		**56,643,838**			
	Public Schools Total	**51,562,837**	**648.5**	**54,729,548**	**665.9**	**57,537,049**	**684.2**	**5.1%**	

Town of Needham
General Fund
FY2015 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2013 Expended	FTE	FY2014 Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change from 14	FY2015 Amendments
Department of Public Works									
25A	Salary & Wages	3,089,229	49.0	3,207,178	49.0	3,251,531	49.0		
25B	Expenses	1,304,907		1,406,974		1,480,421			
25C	Capital	126,434		7,750		6,284			
25D	Snow and Ice Removal	921,073		400,000		400,000			
	Total	**5,441,643**		**5,021,902**		**5,138,236**			
Municipal Parking Program									
26	Municipal Parking Program	44,930		70,250		71,445			
	Total	**44,930**		**70,250**		**71,445**			
Municipal Lighting Program									
27	Municipal Lighting Program	190,981		217,804		221,153			
	Total	**190,981**		**217,804**		**221,153**			
	Public Works Total	**5,677,554**	**49.0**	**5,309,956**	**49.0**	**5,430,834**	**49.0**	**2.3%**	
Department of Public Facilities									
28A	Salary & Wages	3,191,649	55.0	3,407,208	56.0	3,508,080	56.0		
28B	Expenses	4,449,159		4,595,982		4,559,068			
28C	Capital	-		-		-			
	Total	**7,640,808**		**8,003,190**		**8,067,148**			
	Public Facilities Total	**7,640,808**	**55.0**	**8,003,190**	**56.0**	**8,067,148**	**56.0**	**0.8%**	

Town of Needham
General Fund
FY2015 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2013 Expended	FTE	FY2014 Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change from 14	FY2015 Amendments
Health Department									
29A	Salary & Wages	379,776	5.9	418,295	5.9	424,583	5.9		
29B	Expenses	84,969		97,254		100,874			
	Total	**464,745**		**515,549**		**525,457**			
Human Services									
30A	Salary & Wages	496,139	7.8	555,478	7.8	589,840	7.8		
30B	Expenses	91,947		114,870		131,841			
	Total	**588,086**		**670,348**		**721,681**			
Commission on Disabilities									
31A	Salary & Wages	-							
31B	Expenses	244		550		550			
	Total	**244**		**550**		**550**			
Historical Commission									
32A	Salary & Wages	-							
32B	Expenses	-		1,050		1,050			
	Total	**-**		**1,050**		**1,050**			
Needham Public Library									
33A	Salary & Wages	1,071,967	23.6	1,103,803	23.6	1,156,157	23.6		
33B	Expenses	307,759		315,748		319,043			
	Total	**1,379,726**		**1,419,551**		**1,475,200**			

Town of Needham
General Fund
FY2015 Budget Recommendation - Submitted by the Finance Committee

Line	Description	FY2013 Expended	FTE	FY2014 Current Budget (03/15/2014)	FTE	FY2015 Finance Committee Recommendation	FTE	% Change from 14	FY2015 Amendments
Park & Recreation Department									
34A	Salary & Wages	442,927	4.0	468,456	4.0	482,654	4.0		
34B	Expenses	97,407		106,000		114,000			
34C	Capital	29,925		-		-			
	Total	**570,259**		**574,456**		**596,654**			
Memorial Park									
35A	Salary & Wages	-							
35B	Expenses	750		750		750			
	Total	**750**		**750**		**750**			
	Community Services Total	**3,003,810**	**41.3**	**3,182,254**	**41.3**	**3,321,342**	**41.3**	**4.4%**	
	Department Budgets	**84,108,958**	**972.4**	**88,607,067**	**992.4**	**92,485,281**	**1,011.9**	**4.4%**	
	Total Operating Budget	**115,426,329**		**124,101,249**		**127,693,897**		**2.9%**	

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WARRANT FOR THE ANNUAL TOWN MEETING
TUESDAY, APRIL 8, 2014
TOWN OF NEEDHAM
COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the constables in the Town of Needham in said County. Greetings:

In the name of the Commonwealth of Massachusetts you are hereby required to notify and warn the Inhabitants of the Town of Needham qualified to vote in elections and in Town Affairs to meet in their respective voting places in said Town namely:

Precinct A	-	The Center at the Heights
Precinct B	-	The Center at the Heights
Precinct C	-	Newman School - Gymnasium
Precinct D	-	Newman School - Gymnasium
Precinct E	-	Broadmeadow School - Performance Center
Precinct F	-	Needham High School – Gymnasium
Precinct G	-	Needham High School – Gymnasium
Precinct H	-	Broadmeadow School - Performance Center
Precinct I	-	William Mitchell School - Gymnasium
Precinct J	-	William Mitchell School - Gymnasium

on TUESDAY, THE EIGHTH DAY OF APRIL, 2014

from seven o'clock in the forenoon, until eight o'clock in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: ANNUAL TOWN ELECTION

To choose by ballot the following Town Officers:

One Moderator for One Year;
Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Member of School Committee for Two Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years.
Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
One Town Meeting Member from Precinct B for Two Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years;

One Town Meeting Member from Precinct D for Two Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
One Town Meeting Member from Precinct F for One Year;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

ARTICLE 2: BALLOT QUESTION

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 1: BALLOT QUESTION: Authorizing the Town to Grant Certain Licenses for the Sale of All Alcoholic Beverages to be Drunk on the premises.

"Shall the Town of Needham, acting through its licensing authority, be granted the authority to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons?"

Summary: Acceptance of this act by the voters of the Town of Needham will authorize its Board of Selectmen to issue licenses for the sale and serving of all alcoholic beverages by restaurants with a seating capacity of less than 100 persons to be consumed on the premises. All other provisions of General Laws, Chapter 138 (Alcoholic Liquors) shall apply to the sale and serving of alcoholic beverages by restaurants with a seating capacity of less than 100 persons."

ARTICLE 3: BALLOT QUESTON

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 2: GENERAL OVERRIDE: SCHOOL DEPARTMENT

"Shall the Town of Needham be allowed to assess an additional $1,548,410 in real estate and personal property taxes for the purpose of funding operating expenses for the Public Schools for the fiscal year beginning July first, two thousand fourteen?"

Warrant for the Annual Town Meeting

Monday, May 5, 2014 at 7:30 p.m. at Needham Town Hall

ARTICLE 4: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

HUMAN RESOURCE ARTICLES

ARTICLE 5: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2014, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	$71,522
Town Clerk with 6 years of service in that position	$88,414 (1)
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $5,304, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $47,484. The annual salary of $88,414 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $9,011. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $12,616; or take any other action relative thereto.

INSERTED BY: Personnel Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted
PERSONNEL BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In accordance with M.G.L. Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – ITWA

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Town Workers Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

ARTICLE 7: FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employees' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting
PERSONNEL BOARD RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

FINANCE ARTICLES

ARTICLE 8: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2015 the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2014, the cumulative increase above the statutory limit was 99%.

ARTICLE 9: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $13,805 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of $25,000 (2008 dollars). The voluntary fund received $13,805 in fiscal year 2013.

ARTICLE 10: APPROPRIATE FOR BLUE TREE REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for replacement of the Blue Tree, to be spent under the direction of the Town Manager and transferred from Free Cash; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to provide funding for the replacement of the historic Blue Tree in the Town Common, which is in failing health. The Town's Tree Warden is recommending that it be replaced with a large tree to carry on the Town's long holiday tradition. The plan is to relocate a 12 to 16 inch caliper, 30 foot tall Maple tree. The current Blue Tree is a 30 inch caliper, 70 foot tall Sugar Maple tree.

ARTICLE 11: APPROPRIATE THE FY2015 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of $40,000, from Free Cash in the amount of $1,650,088, from the overlay surplus in the amount of $500,000, from amounts reserved for debt exclusion offsets in the amount of $105,026, and $475,763 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted as Shown on Pages 15-21

ARTICLE 12: APPROPRIATE THE FY2015 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
RTS Enterprise

Line #	Description	FY2013 Expended	FTE	FY2014 Current Budget	FTE	FY2015 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$592,415	9.0	$666,915	9.0	$710,556	10.0	
101B	Expenses	$1,109,085		$1,221,816		$1,225,721		
101C	Operating Capital	$36,850		$60,000		$81,000		
101D	Debt Service	$149,563		$150,000		$150,000		
102	Reserve Fund	Transfers Only		$25,000		$25,000		
TOTAL		**$1,887,913**	**9.0**	**$2,123,731**	**9.0**	**$2,192,277**	**10.0**	
FY2015 Budget Percentage Change from FY2014 Budget							3.2%	

and further to meet this appropriation that $1,420,000 be raised from the tax levy and transferred to the RTS Enterprise Fund; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a two-tier pay-per-throw program. To use the RTS, residents must purchase an annual sticker and special bags for their non-recyclable trash. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town departments along with material processing and snow dump services for the Department of Public Works. In addition, the RTS maintains agreements with various municipalities for wood waste processing services and material screening services. The RTS also provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

The recommended operating budget for FY2015 is $2,192,277 or $68,546 (3.2%) more than the FY2014 budget. The change is attributable to an increase of $43,641 in salary and wages (6.5%), an increase of $3,905 in non-personnel related costs (0.3%), an increase of $21,000 in operating capital (35%), and no change in the debt service and reserve fund lines.

The FY2015 budget plan includes increases in staffing and operating capital, and a fundamental change in the financing of the facility – the "RTS sustainability proposal." At the time of the printing of the warrant, the Town and the DPW union had not yet finalized a successor collective bargaining agreement for FY2015. Therefore, any funding required for that Agreement will be presented at a subsequent Town Meeting. The budget includes funding for an Assistant Superintendent for RTS ($63,507) to align the Division's level of supervision with other DPW divisions, and to allow the Superintendent to be available on a Monday through Friday schedule and focus on management and administrative issues. The new Assistant Superintendent will focus on operations and customer service at the heavily used facility. The budget also incorporates an annual "roll-off" unit replacement into the operating budget ($16,000). These units have previously been included in the capital improvement plan. The overtime budget has been reduced by $30,000 to partially fund the new position and to support the proposed change in financing.

In 2012, the Board of Selectmen created an RTS "Super Committee" to evaluate options relative to the financial sustainability of the RTS. In February, 2013 the Committee provided its report to the Board and made three key recommendations: that management evaluate the hours of operation of the RTS for use by the general public and determine if changes would have a meaningful impact on sustainability; that management similarly review the planned overtime model; and that management evaluate the fee schedule. In its report, the Committee opined that since the facility has been relying on non-recurring revenue to support operations, unless adjustments are made to increase revenue and decrease expenses, the RTS will not be sustainable. The Committee also noted that there is a justification for contribution from the tax levy because the facility benefits the Town as an overall benefit to the common good.

The recommended budget includes a higher contribution from the General Fund to replace the sticker fee and serve, along with pay-per-throw bags sales and other rubbish disposal fees and miscellaneous revenue, as the funding sources to support and operate the Recycling and Transfer Station Enterprise Fund. Direct financing of the facility through the tax levy expands access to the facility and recognizes the "public good" aspect of many of the recycling, yard waste, and waste ban item disposal services. The budget will provide a greater level of predictability and stability for the RTS operation. Mindful of the recommendations of the "Super Committee," the Town will continue to evaluate whether a reduction of the hours that the facility is open and available for use by the public is necessary and prudent.

The change in the personnel expense line reflects the addition of one FTE for the department. At the time of the printing of the warrant, the Town was still engaged in collective bargaining with the DPW union. When the parties reach an agreement for FY2015, a supplemental funding request will be made at a Special Town Meeting. Eight of the ten positions in the RTS are members of the NIPEA union. The increase in the expense line is for higher communication related expenses and supplies and the last of a three year phase-in to fully fund the rock crushing and material processing contracted services. Most of the increase was lessened by reductions in the hauling and disposing of municipal solid waste. The operating capital increase of $21,000 is for the inclusion of the $16,000 for the purchase of two roll-off containers and a $5,000 increase in the cost to purchase an open top trailer.

Debt service is level funded at $150,000 and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY 2015.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

ARTICLE 13: APPROPRIATE THE FY2015 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Sewer Enterprise

Line #	Description	FY2013 Expended	FTE	FY2014 Current Budget	FTE	FY2015 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$893,432	12.0	$931,141	12.0	$939,465	12.0	
201B	Expenses	$437,388		$369,945		$352,958		
201C	Capital Outlay	$21,830		$25,000		$25,000		
201D	MWRA Assessment	$5,381,187		$5,423,810		$5,468,475		
201E	Debt Service	$1,377,289		$1,500,000		$1,500,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
	TOTAL	**$8,111,126**	**12.0**	**$8,284,896**	**12.0**	**$8,320,898**	**12.0**	
		FY2015 Budget Percentage Change from FY2014 Budget					0.4%	

and further to meet this appropriation that $463,430 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and $308,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 6,500 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal

government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment.
The operating budget of $8,320,898 for FY2015 is $36,002 (0.4%) more than the current FY2014 budget. As previously mentioned, the Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff and operationally it is more effective to budget and monitor this work through the Sewer Enterprise Fund budget. However, the costs not associated with Sewer operations are funded by taxation and not by Sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2015 Sewer Operations	FY2015 Drains Program	FY2015 Recommended Budget	FY2014 Sewer Operations	FY2014 Drains Program	Current FY2014 Sewer Budget
Salary & Wages	$602,580	$336,885	$939,465	$597,015	$334,126	$931,141
Expenses	$226,413	$126,545	$352,958	$235,135	$134,810	$369,945
Capital Outlay	$25,000	$0	$25,000	$25,000	$0	$25,000
MWRA Assessment	$5,468,475	$0	$5,468,475	$5,423,810	$0	$5,423,810
Debt Service	$1,500,000	$0	$1,500,000	$1,500,000	$0	$1,500,000
Reserve Fund	$35,000	$0	$35,000	$35,000	$0	$35,000
Total	$7,857,468	$463,430	$8,320,898	$7,815,960	$468,936	$8,284,896

	FY2015 Sewer Operations $ Change	FY2015 Drains Operations $ Change	FY2015 Sewer Enterprise $ Change	FY2015 Sewer Operations % Change	FY2015 Drains Operations % Change	FY2015 Sewer Enterprise % Change
Salary & Wages	$5,565	$2,759	$8,324	0.9%	0.8%	0.9%
Expenses	-$8,722	-$8,265	-$16,987	-3.7%	-6.1%	-4.6%
Capital Outlay	$0	$0	$0	0.0%		0.0%
MWRA Assessment	$44,665	$0	$44,665	0.8%		0.8%
Debt Service	$0	$0	$0	0.0%		0.0%
Reserve Fund	$0	$0	$0	0.0%		0.0%
Total	$41,508	-$5,506	$36,002	0.5%	-1.2%	0.4%

The overall operating budget for FY2015 is $36,002 more than the current FY2014 budget, representing an increase of 0.4%. The FY2015 Sewer operations portion of the budget is $41,508 higher, an increase of 0.5% over the current year. Effectively, the increase in the FY2015 budget is due to the MWRA assessment. The preliminary assessment for FY2015 is $44,665 more than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor. The FY2015 drains operations portion of the budget is $5,506 less than the current year or a reduction of 1.2%.

The salary and wages line is $939,465 for FY2015 which is an increase of $8,324 or 0.9%. The sewer division has 12 FTE's, of which 11 are members of the NIPEA union. The Town and the DPW union have not yet finalized a successor collective bargaining agreement for FY2015 and therefore any funding required will be presented at a subsequent Town Meeting. There is no increase in the number of funded positions. The expense line is $352,958, which is $16,987 less (or 4.6%) than the current year. Most of this decrease is related to a lower three year average in energy use and a decrease in pump rental costs because the Town purchased an extra pump. Rental costs have been reduced by $6,000 and energy costs were reduced by $12,463 - these reductions were offset by a total increase of $1,476 in three expense lines: professional and technical training ($450), vehicle supplies ($26), and street sweeping related costs ($1,000). As mentioned previously, the preliminary MWRA sewer assessment is $44,665 more than the current budget. The operating capital line is level dollar at $25,000 for FY2015. This line is used to purchase equipment such as sewer pumps and small power equipment. The sewer debt service budget line is also level dollar at $1,500,000 for FY2015 and is based on approved projects, and is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is

level dollar for FY2015. The budget plan for FY2015 includes the use of $308,000 from sewer retained earnings. The $463,430 to be transferred from the tax levy is to pay for drains-related programs. This is a reduction of $5,506 from current year funding.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

ARTICLE 14: APPROPRIATE THE FY2015 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Water Enterprise

Line #	Description	FY2013 Expended	FTE	FY2014 Current Budget	FTE	FY2015 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$938,387	16.0	$1,048,593	16.0	$1,053,177	16.0	
301B	Expenses	$1,022,501		$1,047,350		$1,079,548		
301C	Capital Outlay	$49,002		$31,500		$40,200		
301D	MWRA Assessment	$964,345		$1,271,018		$1,194,022		
301E	Debt Service	$1,255,780		$1,550,000		$1,550,000		
302	Reserve Fund	Transfers Only		$75,000		$75,000		
TOTAL		**$4,230,015**	**16.0**	**$5,023,461**	**16.0**	**$4,991,947**	**16.0**	
FY2015 Budget Percentage Change from FY2014 Budget							-0.6%	

and further to meet this appropriation that $432,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

INSERTED BY: Board of Selectmen & Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day (the Town is registered for approximately 4.0 million gallons of water per day). The current water withdrawal permit from the Department of Environmental Protection (DEP) allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three

groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.

The overall operating budget for FY2015 is $31,514 or 0.6% less than the FY2014 budget. This decrease is due to a reduction in the MWRA assessment for the Town's water use. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2015 water assessment is based on CY2013 water use. The Town's use of MWRA water was down approximately 18% from the prior year. The preliminary water assessment for FY2015 is $1,194,022 - a decrease of $76,996 (6.1%) from the current FY2014 budget. The final assessment from the MWRA is not expected until the end of the State budget process.

Water Production *	2011	2012	2013
Water Production	1,170.5	1,243.7	1,267.8
Water Production from MWRA	306.9	393.0	354.8
Water Production from Town Wells	863.6	850.7	913.0
Percentage from MWRA	26.2%	31.6%	28.0%
*millions of gallons			
Water meters replaced	1,018	1,072	945
Percentage of the total number of water meters	7.2%	7.6%	6.7%

The salary and wage expense line shows an increase of $4,584 (0.4%) over the FY2014 budget. The Enterprise Fund has 16 FTE's of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. At the time of the printing of the warrant, the Town had not reached agreement with either the NIPEA or the ITWA unions. When the parties reach an agreement for FY2015, a supplemental funding request will be made at a Special Town Meeting. There is no increase in the number of funded positions.

The Water Enterprise Fund expense line is $32,198 higher than the current budget, or 3.1% more. The increase is attributable to funding of a water conservation promotion effort ($20,625) and energy efficiency related improvements ($20,000). The water conservation effort is one step being taken by the Town to address the Massachusetts Department of Environmental Protection requirements to lower water consumption. The goal is to reduce the Town's residential gallon per capita day (RGPCD) water consumption to 65 gallons per day or lower. If this goal is not reached, the Town may be subject to additional water restrictions. Another part of the water conservation effort is the creation of a revolving fund for the sale of water conservation device. The program would involve the purchase and sale of items such as rain barrels, moisture sensors, and other related water saving devices to be available for purchase by residents. The $20,000 will pay for the replacement of windows at the Charles River Water Treatment Facility with windows that reduce heat loss. The present windows are single-pane and inefficient at reducing heat loss which increases both the use and cost of energy. Upgrading to thermal

pane windows will prove to be a worthwhile investment in helping with the Town's effort to conserve energy. The cost of these two recommendations is offset in part with reductions in price of drinking water chemicals and reduction in vehicle expenses.

The operating capital has been increased by $8,700 or 27.6% from the FY2014 budget. The additional funds are intended for small diameter water main work near Marshall Road and Dartmouth Road. The balance of the operating capital expense line is for items that are typically needed to respond to an urgent situation such as a replacement of a water hydrant, larger water main and gate parts, or other low dollar time-sensitive repairs. Debt service is level funded at $1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2015. The FY2015 budget plan includes the use of $432,000 in water retained earnings.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

ARTICLE 15: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2014:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	**$4,100**
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	**$60,000**
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	**$75,000**
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	**$3,000**
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	**$25,000**
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	**$75,000**
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	**$25,000**

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	**$819,000**
Facility Activity Use	Director of Facility Operations	Fee-Based Facility Use	Community Facility Use	**$250,000**

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information and Summary of M.G.L., Chapter 44, Section 53E ½: A revolving fund established under the provisions of M.G.L., Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to M.G.L., Chapter 59, Section 23.

ARTICLE 16: ESTABLISH REVOLVING FUND – WATER CONSERVATION

To see if the Town will vote to authorize a revolving fund for the Department of Public Works under MGL Chapter 44 Section 53E1/2, that may be spent by the Director of Public Works without further appropriation during fiscal year 2015 for the purposes of paying expenses related to water conservation devices. The Water Conservation Revolving Fund is to be credited with all proceeds from the sale by the Town of water conservation devices, and the Director of Public Works may spend $10,000 in revolving fund monies; or take any other action thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to establish a new revolving fund for the purchase and sale of water-saving devices such as rain barrels and moisture sensors to assist residents in conserving water and complying with non-essential outdoor water restrictions.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2015 award amounts had not been released.

ZONING / LAND USE ARTICLES

ARTICLE 18: AMEND ZONING BY-LAW – MEDICAL MARIJUANA OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(a) Amend Section 1.3 Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

"Marijuana Dispensary, Registered: Registered Marijuana Dispensary, also known as RMD or Medical Marijuana Treatment Center, shall mean an establishment properly registered with the Massachusetts Department of Public Health under 105 CMR 725.100 that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers."

(b) Amend Section 2.1 Classes of Districts, by adding the following term and abbreviation under the subsection Overlay:

"MM – Medical Marijuana Overlay"

(c) Amend Section 3 Use Regulations, by adding a new Subsection 3.14, Medical Marijuana Overlay District, to read as follows:

"3.14 Medical Marijuana Overlay District

3.14.1 Purpose of District

The purpose of the Medical Marijuana Overlay District is to provide for the limited establishment of Registered Marijuana Dispensaries as they are authorized pursuant to state regulations set forth

at 105 CMR 725.000, Implementation of an Act for the Humanitarian Medical Use of Marijuana. Given that Registered Marijuana Dispensaries shall be limited in number and strictly regulated by the Massachusetts Department of Public Health, these zoning regulations intend to permit them where there is access to regional roadways and public transportation, where they may be readily monitored by law enforcement for health and public safety purposes, and where they will not impact the character of residential neighborhoods and business districts.

3.14.2 Scope of Authority

The Medical Marijuana Overlay District shall be considered as overlying other use districts established by this By-Law. Within the Medical Marijuana Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.14 applies to Registered Marijuana Dispensaries proposed to be constructed after the effective date of this section.

3.14.3 Establishment

The locations permitted shall be within the Medical Marijuana Overlay District.

3.14.4 Requirements

3.14.4.1 Use. Notwithstanding the use limitations of the underlying zoning district or any other overlay zoning district, a Registered Marijuana Dispensary shall be allowed within the Medical Marijuana Overlay District upon the granting of a special permit by the Planning Board, subject to the requirements set forth in this Section.

3.14.4.2 Registration. All permitted Registered Marijuana Dispensaries shall be properly registered with the Massachusetts Department of Public Health pursuant to 105 CMR 725.100 and shall comply with all applicable state and local public health regulations and all other applicable state and local laws, rules and regulations at all times. No Building Permit or Certificate of Occupancy shall be issued for a Registered Marijuana Dispensary that is not properly registered with the Massachusetts Department of Public Health.

3.14.4.3 Limitation of Approval. A special permit authorizing the establishment of a Registered Marijuana Dispensary shall be valid only for the registered entity to which the special permit was issued, and only for the site on which the Registered Marijuana Dispensary has been authorized by special permit. If the registration for a Registered Marijuana Dispensary has been revoked, transferred to another controlling entity, or relocated to a different site within the Medical Marijuana Overlay Districts, a new special permit shall be required prior to issuance of a Certificate of Occupancy.

3.14.4.4 Building. A Registered Marijuana Dispensary shall be located only in a permanent building and not within any mobile facility. All sales shall be conducted either within the building or by home deliveries to qualified clients pursuant to applicable state and local regulations.

3.14.4.5 Dimensional Requirements. Except where it is explicitly stated otherwise in this Section 3.14, a Registered Marijuana Dispensary shall conform to the dimensional requirements applicable within the underlying zoning district in which the facility is to be located.

3.14.4.6 Parking and Loading. Notwithstanding anything to the contrary in Section 5.1.2 of this By-Law, the required number of parking spaces for a Registered Marijuana Dispensary shall be determined by the Planning Board based on the expected parking needs of occupants, users, guests, or employees of the proposed business, with said determination to be based on the ITE Parking Generation Manual, 2nd Edition, or an alternative technical source determined by the Planning Board to be equally or more applicable. At least one loading bay shall be provided and may not be shared with any other use; however, the Planning Board may require a greater number of loading bays if it finds that one loading bay shall not be sufficient. Except as set forth above, all parking and loading facilities shall conform to the design requirements set forth in Section 5.1.3.

3.14.4.7 Signage. All signage shall conform to the requirements of 105 CMR 725.105(L) and to the requirements of Article 5 of the Town of Needham General By-Laws. No graphics, symbols or images of marijuana or related paraphernalia shall be displayed or made clearly visible from the exterior of a Registered Marijuana Dispensary. The Planning Board may impose additional restrictions on signage to mitigate impact on the immediate neighborhood.

3.14.5 Application Requirements

In addition to the procedural and application requirements of Section 7.4 and Section 7.5.2 of the By-Law, an application for special permit shall include, at a minimum, the following information:

3.14.5.1 Description of Activities: A narrative providing information about the type and scale of all activities that will take place on the proposed site, including but not limited to cultivating and processing of marijuana or marijuana infused products (MIPs), on-site sales, off-site deliveries, distribution of educational materials, and other programs or activities.

3.14.5.2 Service Area: A map and narrative describing the area proposed to be served by the Registered Marijuana Dispensary and the anticipated number of clients that will be served within that area. This description shall indicate where any other Registered Marijuana Dispensaries exist or have been proposed within the expected service area.

3.14.5.3 Transportation Analysis: A quantitative analysis, prepared by a qualified transportation specialist acceptable to the Planning Board, modeling the expected origin and frequency of client and employee trips to the site, the expected modes of transportation used by clients and employees, and the frequency and scale of deliveries to and from the site.

3.14.5.4 Context Map: A map depicting all properties and land uses within a one thousand-foot (1,000') radius of the project site, whether such uses are located in Needham or within surrounding communities, including but not limited to all educational uses, daycare, preschool and afterschool programs.

3.14.5.5 Registration Materials: Copies of registration materials issued by the Massachusetts Department of Public Health and any materials submitted to the Massachusetts Department of Public Health for the purpose of seeking registration, to confirm that all information provided to the Planning Board is consistent with the information provided to the Massachusetts Department of Public Health.

3.14.5.6 Special Permit Criteria. In granting a special permit for a Registered Marijuana Dispensary, in addition to the general criteria for issuance of a special permit as set forth in

Section 7.4 and Section 7.5.2 of this By-Law, the Planning Board shall find that the following criteria are met:

(a) The Registered Marijuana Dispensary is located to serve an area that currently does not have reasonable access to medical marijuana, or if it is proposed to serve an area that is already served by other Registered Marijuana Dispensaries, it has been established by the Massachusetts Department of Public Health that supplemental service is needed.

(b) The site is located at least five hundred feet distant from a public or private elementary school, middle school, or secondary school, or a municipal park or playground, or if not located at such a distance, it is determined by the Planning Board to be sufficiently buffered from such facilities such that its users will not be adversely impacted by the operation of the Registered Marijuana Dispensary. The distance under this section is measured in a straight line from the nearest point of the property line of the protected use identified in this section to the nearest point of the proposed Registered Marijuana Dispensary.

(c) The Registered Marijuana Dispensary is not located in a building that contains a licensed daycare center, or any facility providing educational, recreational or social programs or activities attended primarily by children enrolled with such facility.

(d) The site is designed such that it provides convenient, safe and secure access and egress for clients and employees arriving to and leaving from the site whether driving, bicycling, walking or using public transportation.

(e) Traffic generated by client trips, employee trips, and deliveries to and from the Registered Marijuana Dispensary shall not create a significant adverse impact on nearby residential uses.

(f) Loading, refuse and service areas are designed to be secure and shielded from abutting uses.

(g) The building and site have been designed to be compatible with other buildings in the area and to mitigate any negative aesthetic impacts that might result from required security measures and restrictions on visibility into the building's interior."

(d) Amend Section 8 Interim Regulations for Medical Marijuana Uses, by deleting the Section in its entirety.

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken
PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: Article 18, in combination with Article 19, proposes to create the Medical Marijuana Overlay District. Article 18 lays out the regulatory framework for the new overlay district while Article 19 describes its geographic boundaries. The Medical Marijuana Overlay District would include all land located in the Mixed Use-128 (MU-128) District and the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue.

Medical Marijuana in Massachusetts

In November, 2012, Massachusetts voters approved a Law for the Humanitarian Medical Use of Marijuana, which permits the use of marijuana or marijuana-infused products (MIPs, such as foods or tinctures) by patients with certain debilitating and/or terminal illnesses with their doctor's certification.

The law specified that the Massachusetts Department of Public Health would be responsible for promulgating regulations to implement the law, and would be responsible for registering up to 35 Medical Marijuana Treatment Centers (also known as Registered Marijuana Dispensaries, or RMDs) within the state during the first year of implementation, with at least one but no more than five located in each county. In future years, the Massachusetts Department of Public Health may register more RMDs if the number is found insufficient to meet patients' needs. The Massachusetts Department of Public Health will also register qualifying patients.

In May, 2013, the Public Health Council approved regulations presented by the Massachusetts Department of Public Health with regard to the certification and administration of medical marijuana (105 CMR 725.000). According to the Massachusetts regulations, a Registered Marijuana Dispensary (RMD) is a not-for-profit entity that cultivates, prepares, and dispenses marijuana or MIPs only to qualifying patients or their caregivers. RMDs, qualifying patients and caregivers must be registered with the Massachusetts Department of Public Health.

In Massachusetts, an RMD must cultivate, prepare and dispense marijuana and MIPs in a vertically-integrated way. RMDs may not buy or sell marijuana amongst each other, except in unusual circumstances. However, an RMD may operate on two different sites, with cultivation occurring at one location and dispensing occurring at the other. Also, a single corporate entity may control up to three RMDs in the state which may share a cultivation site.

The state regulations are comprehensive, and serve two primary purposes, 1) to strictly control the distribution of the drug so that only those with a legitimate medical reason have access, and 2) to avoid promotion of the use of marijuana outside of medicinal purposes. The regulations permit local regulatory oversight so long as it does not conflict or interfere with the state regulations. Some of the state regulations that are most pertinent to local planning and zoning considerations are summarized below:

•Access Limitations: Only registered qualifying patients and their registered caregivers are permitted to enter an RMD. Identification will be checked upon entry. Moreover, products may not be visible to passersby outside the RMD, and within the RMD only samples may be displayed in locked cases.

• Branding and Signage: Only the registered name and logo of the RMD are allowed to be displayed. Signage may not include any graphic representations of marijuana or paraphernalia, the word marijuana or any colloquial terms for marijuana, medical symbols, or any information about products or pricing.

• Security: All marijuana must be stored in a secure, locked area within the RMD that is accessible only to designated employees. Perimeter alarms are required along with 24-hour video surveillance of all access and egress points and parking areas. Security lighting is required around the perimeter and any trees, bushes or other foliage must not allow for hiding places.

• Deliveries: An RMD may offer home delivery. However, all marijuana must be transported in an unmarked vehicle with a locked storage compartment that is part of the vehicle and must be operated by at least two dispensary agents. Although it is not specifically required in the regulations, an RMD offering deliveries may need an enclosed loading/unloading area to ensure proper security.

• Supply: An RMD is allowed only to dispense up to a 60-day supply of marijuana or MIPs to a registered qualifying patient, and must limit its total supply on-hand to reflect the projected needs of its patients.

• Accessory Activities: An RMD may only sell marijuana, MIPs and vaporizers, but no other marijuana-related paraphernalia. An RMD may distribute patient education materials as required, but may not sell or distribute any promotional or other items. No consumption of marijuana is allowed on the premises, except for the purpose of demonstrating proper use of vaporizers. No other unrelated activities are allowed to occur within the RMD.

• Siting: According to the state regulations, an RMD must be sited at least 500 feet from a school, daycare center, or any facility in which children commonly congregate if no local siting regulations exist.

Regulatory Oversight in Needham

Before the Law for the Humanitarian Medical Use of Marijuana took effect in January, 2013, Needham (along with many other municipalities) enacted a zoning moratorium on the establishment of medical marijuana dispensaries, to allow for time to review the state regulations and consider local regulations that fit within the statewide framework. In March, 2013, the state Attorney General issued legal opinions to towns that had enacted a moratorium or a complete ban on marijuana dispensaries (Burlington and Wakefield, respectively). In summary, these opinions concluded that a temporary moratorium and reasonable zoning restrictions were appropriate, but that marijuana dispensaries could not be completely banned from a municipality.

While the Needham moratorium has been in effect, representatives from various Town departments and Boards, including the Planning and Community Development Department, Health Department, Legal Department, Police Department, Building Department, Town Manager's office, Board of Selectmen and Planning Board have met to review the statewide regulations and to discuss local regulatory approaches. The expectation for Needham is that land use characteristics such as location, parking and urban design would be controlled through the zoning by-law with the operational aspects of RMDs controlled through Town regulations to be enforced locally in addition to state public health regulations.

Land Use Considerations

The zoning approach recommended by the Planning Board follows the lead of the state law and regulations by treating RMDs as regional service providers with a limited, specialized function and a client base that will be spread across a large service area. The following land use topics were considered by the Board:

• Use Compatibility. As a business use, RMDs would not be considered appropriate for residential neighborhoods. Compatibility with neighborhood-scale retail districts is also an issue because, unlike neighborhood-serving retail stores, they would serve a select, regional clientele and not the neighborhood as a whole. Also, the security requirements may conflict with the pedestrian-friendly storefront character that is carefully cultivated in many retail areas.

• Transportation. Because of their regional nature, it is important to consider access to public transportation as well as regional roadways, since clients may travel from areas without access to public transportation or may otherwise need to use a car. Locations that would bring excess auto traffic to smaller residential streets should be discouraged. Availability of parking is also an issue. For RMDs that make deliveries, the potential for secure loading facilities may also be a factor.

• Public Safety. The Police Department has expressed the importance of being able to effectively respond to emergency calls at or near an RMD site. Therefore, isolated areas without convenient street access should be avoided.

• Urban Design. The access and security requirements for RMDs have the potential to create a streetfront that is visually unfriendly to pedestrians or a design that is out of character with surrounding uses. This

concern could be mitigated through careful urban design, and therefore binding design review should be considered as an appropriate measure.

• Distance from Child-Oriented Facilities. The Board found it prudent to adhere to the statewide standard of a 500-foot buffer from schools, municipal parks and playgrounds. The "default" state regulations would, however apply that 500 foot buffer zone not only to schools but also to daycare centers and "any facility in which children commonly congregate." The Board did not recommend such language in recognition of the fact that -if the state language were adopted without modification - the location of multiple daycare centers and facilities providing programs for children throughout the overlay district would effectively prohibit RMDs in the Town. At the same time the Board did recommend that RMDs not be located in the actual building where a licensed daycare center is located or where a facility providing educational, recreational or social programs for children is located.

Proposed Zoning Amendment

Based on the above considerations, the zoning amendment contained in Articles 18 and 19 takes the following approach: 1) identifies the overlay districts in which the RMD use will be allowed; 2) establishes that the use will only be allowed by special permit from the Planning Board; 3) describes the submittal requirements to be included in an RMD application; and 4) establishes the special permit criteria unique to this use that will be utilized in the review of a given proposal.

• Overlay District Location. The amendment limits RMDs to the Mixed Use-128 (MU-128) District and the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue, since they are commercial districts with access to the regional roadway network. The noted districts also contain many sites that have the potential for on-site parking and loading and are adequately distanced from schools and other child-oriented facilities.

• Special Permit Requirement. Given the still unknown aspects of these facilities and a desire for close review, the amendment proposes to permit the RMD use by special permit from the Planning Board. The special permit requirement would allow for meaningful review of design and transportation impacts, as well as a greater level of oversight and assurance that an RMD will be operated in a manner that is consistent with the intent of the zoning and other regulations.

• Submittal Requirements. There are a number of additional submittal requirements proposed for RMDs in order to allow for the necessary review of a given proposal in the special permit process. These include: 1) a description of proposed activities on the site; 2) a service area map; 3) a transportation impacts analysis; 4) a context map (allowing analysis of nearby land uses and potential impacts); and 5) copies of registration materials issued by the Department of Public Health as well as copies of any application materials submitted.

• Special Permit Criteria. The special permit criteria as contained in the amendment are intended to reinforce the requirements of the Massachusetts Department of Public Health regulations and advance local interests with regard to the possible impacts of an RMD. To that end, these criteria include consideration of the dispersal of these facilities based on anticipated demand, compatibility with the surrounding area, access to regional transportation facilities, environmental impacts on abutters, overall urban design and consideration of security and law enforcement issues as well as the standard special permit criteria currently provided in Sections 7.4 and 7.5.2 of the Needham Zoning By-Law. Additionally, a 500-foot buffer from a public or private elementary school, middle school, or secondary school, or a municipal park or playground is established with the Planning Board having the option to reduce this 500 foot buffer in circumstances where existing conditions provide a sufficient buffer and/or the proposed RMD use will not have a negative impact on neighboring land uses. Furthermore, the RMD use is prohibited in a building that contains a licensed daycare center, or any facility providing educational,

recreational or social programs or activities attended primarily by children enrolled with such facility. Finally, the special permit is specifically identified as being non-transferable and only valid for a permitted RMD while its permit remains valid with the Massachusetts Department of Public Health.

ARTICLE 19: AMEND ZONING BY-LAW – MAP CHANGE TO MEDICAL MARIJUANA OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

(a) Place in the Medical Marijuana Overlay District all that land described under Article 3, paragraph 2 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Mixed Use 128 District (MU-128), said description being as follows:

"Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning."

(b) Place in the Medical Marijuana Overlay District a portion of the Highland Commercial -128 District (HC-128) located north of Highland Avenue, superimposing that district over the portion of the Highland Commercial -128 District (HC-128) bounded and described as follows:

"Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. to a point of intersection on the lot line of Lot B as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 789 of 1998, thence running southeasterly by said lot line to the intersection of the centerline of Highland Avenue, thence running by said center line westerly to the point of beginning."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken
PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: This article describes the geographical boundaries of the new Medical Marijuana Overlay District. The Medical Marijuana Overlay District would include all land located in the Mixed Use-128 (MU-128) District. The Mixed Use-128 (MU-128) District is bounded by Route 128 to the west, the rear lot lines of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the north. Also included in the Medical Marijuana Overlay District is the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue. The affected portion of the Highland Commercial-128 District includes all properties fronting on the north side of Highland Avenue between Route 128 and Second Avenue. The district boundary typically follows the rear lot lines of properties along the north side of Highland Avenue to a depth of 200 feet.

ARTICLE 20: AMEND ZONING BY-LAW - INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

To see if the Town will vote to amend the Zoning By-Law, Section 8, Interim Regulations for Medical Marijuana Uses, Subsection 8.6, Expiration, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

"8.6 Expiration

This Section 8 shall be effective through December 30, 2014."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken
PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: This article seeks to amend the Town's Zoning By-law so as to extend the interim moratorium on the location of medical marijuana facilities in the Town of Needham from March 1, 2014 until December 31, 2014. If it is determined through the Town Meeting process that the zoning proposed under Articles 18 and 19 above should not be adopted at this time, this amendment would retain all of the existing zoning text except for the March 1, 2014 expiration date. This would result in December 31, 2014 being the final expiration date, and would allow additional time to develop an alternative proposal.

ARTICLE 21: AMEND ZONING BY-LAW – SITE PLAN REVIEW

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the phrase "or any construction project which changes an exterior façade" from the first sentence of the fifth

paragraph and by further deleting the last sentence thereof which reads "(For purposes of this section, façade change shall not include provision of awnings nor the replacement of windows and doors provided such items conform with the design standards as articulated in the 'Town of Needham, Design Guidelines for the Business District', dated August 15, 1985.)" so that the entire paragraph shall now read as follows:

"In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking or loading spaces."

(b) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by adding the underlined language at the end of the twelfth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"In the Center Business District, a **MINOR PROJECT** is any construction project which involves a change in the exterior façade of a building and the project is not a Major Project as defined by this By-Law. Notwithstanding any provision of this Section 7.4 requiring site plan approval by the Planning Board, any construction project which only involves a change in the exterior façade of a building shall be subject to review by and approval of the Design Review Board. Any person aggrieved by a decision of the Design Review Board may seek de novo review of the façade change from the Planning Board, which may approve or disapprove the façade change, by filing an application with the Planning Board within ten (10) days of the Design Review Board's filing of its decision with the Building Inspector. At least seven days prior to the Planning Board's meeting scheduled to review the application (see next sentence), if the aggrieved party is the original applicant, said original applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Planning Board shall hold a meeting, to which the original applicant shall be invited, for the purpose of conducting a review of the proposed façade changes. Within fifteen (15) days of the meeting, the Planning Board shall issue its decision and deliver copies of same to the applicant, the Design Review Board and the Building Inspector."

(c) Amend Section 7.4 Site Plan Review, Subsection 7.4.3, Requirements, by revising the first sentence of the third paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"**MINOR PROJECTS** – In the case of a minor project not requiring a special permit from the Board of Appeals and except as provided otherwise in Section 7.4.2 for a minor project that only involves a change in the exterior façade of a building in the Center Business District, the Planning Board shall conduct the Site Plan Review and issue a report to the applicant with a copy of said report to the Building Inspector within thirty-five (35) days from the date of filing of the Site Plan. Failure of the Board to issue said report within the 35 days shall be construed as satisfying this section."

(d) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by revising the first paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"The Design Review Board shall review requests for site plan review and approval submitted in accordance with Section 7.4 Site Plan Review and requests for special permits in accordance with

Section 4.2.5 Planned Residential Development and Section 4.2.4 Flexible Development and, for a minor project that only involves a change in the exterior façade of a building in the Center Business District, shall review and may approve such façade change."

(e) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by adding a new sentence at the end of the fourth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"It shall evaluate such requests based on Subsection 7.7.4 Design Criteria below. Its findings and recommendations, along with any suggested restrictions and conditions, shall be transmitted to the applicant and Planning Board, acting as a special permit granting authority for "Major Projects" under Site Plan Review, Planned Residential Developments and Flexible Developments. Such advisory reports of the Design Review Board shall be transmitted to the Building Inspector and applicant in all other instances as described in the two paragraphs above for "Minor Projects" under Site Plan Review, building permits in all non-residential districts, and sign permits. For a minor project that only involves a change in the exterior of a building in the Center Business District, the Design Review Board shall be the review and approval entity for such façade changes."

(f) Amend Section 7.7 Design Review, Subsection 7.7.3, Procedure, by inserting immediately above the paragraph that reads "In the case of a Special Permit for Site Plan Review..." a new third paragraph to read as follows:

"In connection with the Design Review Board's authority to review and approve exterior façade changes in the Center Business District pursuant to Section 7.4.2, an application shall be submitted to the Design Review Board. At least seven days prior to the Design Review Board meeting scheduled to review the application (see next sentence), the applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Design Review Board shall hold a meeting, to which the applicant shall be invited, for the purpose of conducting a review of the proposed exterior façade changes. Within fifteen (15) days of the meeting, the Design Review Board shall issue its decision and deliver copies of same to the applicant, the Planning Board and the Building Inspector."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted
PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In the summer of 2012, the Downtown Subcommittee of the Council of Economic Advisors ("CEA"), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, began discussions with landlords, tenants, and practicing attorneys permitting projects in the downtown area regarding issues affecting downtown development. As a result of those discussions, the Subcommittee reviewed existing zoning and permitting processes and outlined proposed streamlining initiatives. Subsequently, the CEA made streamlining the permitting processes one of its three priorities and reached out to the Planning Board to begin effectuating the initiatives.

The proposed amendment to Section 7 would make the Design Review Board the review and approval authority for exterior façade modification only projects in the Center Business District. (That board presently reviews such changes in other districts without Planning Board oversight.) Rather than going through a formal site plan review process with the Planning Board, under the amendment, an applicant desiring only to change its exterior façade would bring its project to the Design Review Board via a much more expedited and simple process. The amendment preserves review by the Planning Board but only in cases where a party aggrieved by the Design Review Board's decision appeals. In such cases of appeal, the Planning Board has de novo review powers. This amendment creates a simplified and expeditious process, which is consistent with streamlining goals.

ARTICLE 22: AMEND ZONING BY-LAW – OFF-STREET PARKING REQUIREMENTS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.1, General Provisions, by adding the underlined language at the end of the paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"Paved off-street parking spaces shall be provided for all uses and structures (excluding single and two family structures) as described in Section 5.1.2 in accordance with the provisions of this Section. No change of a structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking shall be made unless in accordance with Sections 5.1.2 and 5.1.3 for the entire use of structure. Notwithstanding the above, a change of an existing structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking of 9 or fewer spaces in the Center Business, Chestnut Street Business or Avery Square Business Districts or 3 or fewer spaces in all other Commercial and Industrial Districts may proceed without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the preceding sentence. This Section shall apply to the cumulative total of all additions and changes in use from May 15, 1985."

(b) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.3, Mixed Uses, by inserting a new second sentence and by deleting the word "additions" from the last sentence of the paragraph and substituting the phrase "changes or conversions in use", so that the entire paragraph shall now read as follows: (new language underlined):

"No change or conversion of a use in a mixed use structure to a use which requires additional off-street parking shall be permitted unless off-street parking is provided in accordance with Sections 5.1.2 and 5.1.3 for the entire structure or said change or conversion does not exceed 1,000 square feet or 5 percent of the total building floor area, whichever is greater. Furthermore, a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 9 or fewer spaces may proceed in the Center Business, Chestnut Street Business or Avery Square Business Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first

sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required; and a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 3 or fewer spaces may proceed in all other Commercial and Industrial Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the two preceding sentences. This Section shall apply to the cumulative total of all changes or conversions in use from May 15, 1985."

(c) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.4, Exception, by adding a new paragraph at the end of the section to read as follows:

"If a parking lot is required to be brought into compliance with federal and/or state law mandating creation, restriping, regrading or reconstruction of a handicapped accessible parking space or spaces, then no relief or waivers from this Section 5.1 need be sought to implement state or federal law."

(d) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.7, Applicability for Parking Area, by revising the first sentence of the paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

"Except as provided or excepted by Sections 5.1.1.1, 5.1.1.3 and 5.1.1.4, the construction, enlargement, or alteration of a parking area containing 5 or more spaces shall adhere to all of the requirements of Section 5.1.3 Parking Plan and Design Requirements, unless strict adherence to the requirements of Section 5.1.3 is waived by a special permit granted by the Board of Appeals under the provisions of Subsection 5.1.1.5."

(e) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the first sentence of the fifth paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

"In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking spaces by 10 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking spaces; or any project which results in any new curb- or driveway-cut."

(f) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the sixth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"In the Neighborhood Business District, a **MAJOR PROJECT**, is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.3 of this By-Law and which results in an increase in the number of required parking spaces by 4 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking space;

or any project which results in any new curb- or driveway-cut."

(g) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the word "creation" from the eleventh paragraph and substituting the phrase "construction of a new parking lot or expansion of an existing lot and the addition", so that the entire paragraph shall now read as follows: (new language underlined):

"In a Business, Avery Square Business, or Hillside Avenue Business District, a **MINOR PROJECT** is any project which results in the construction of a new parking lot or expansion of an existing lot and the addition of from 1 to 9 new off-street parking spaces – and the project cannot be defined as a Major Project."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted
PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Information: In the summer of 2012, the Downtown Subcommittee of the Council of Economic Advisors ("CEA"), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, began discussions with landlords, tenants, and practicing attorneys permitting projects in the downtown area regarding issues affecting development. As a result of those discussions, the Subcommittee reviewed existing zoning and permitting processes and outlined proposed streamlining initiatives. Subsequently, the CEA made streamlining the permitting processes one of its three priorities and reached out to the Planning Board to begin effectuating the initiatives.

The proposed amendment to Section 5 would create a threshold under which projects would not require waiver or other permitting to go forward. Under the amendment to Section 5.1.1.1. General Provisions, in the Center Business, Chestnut Street Business and Avery Square Business Districts, where public parking lots exist to serve the area, a change of an existing structure or change of use which results in an increased parking demand of 9 or fewer spaces may proceed without requiring additional special permit relief or waivers from the Off-Street Parking requirements of Sections 5.1.2 (specifying the number of spaces based on use) and 5.1.3 (specifying the parking lot design requirements) unless the lot is not compliant with handicapped parking [Section 5.1.3(c)], general driveway opening requirements [first sentence of Section 5.1.3(d)], location [Section 5.1.3(m), i.e., the parking is not on site or within the distance specified] and/or bicycle racks [Section 5.1.3(n)]. In all other Commercial and Industrial Districts, where public parking lots do not presently exist to serve the area, a change of an existing structure or change of use which results in an increased parking demand of 3 or fewer spaces may proceed without requiring additional special permit relief or waivers from the Off-Street Parking requirements of Sections 5.1.2 (specifying the number of spaces based on use) and 5.1.3 (specifying the parking lot design requirements) unless the lot is not compliant with handicapped parking [Section 5.1.3(c)], general driveway opening requirements [first sentence of Section 5.1.3(d)], location [Section 5.1.3(m), i.e., the parking is not on site or within the distance specified] and/or bicycle racks [Section 5.1.3(n)]. In both circumstances, the increase in the parking demand is cumulative of all additions or changes in use from May 15, 1985, a date expressed in the existing By-Law. The threshold set forth is also made applicable to changes or conversions of use in a mixed use structure through identical changes to Section 5.1.1.3.

The amendment creates an additional exception from the Off-Street Parking Requirements of Section 5.1 by adding a new paragraph to Section 5.1.1.4 which provides that, if a parking lot is required to be

brought into compliance with handicap accessible parking by creating, restriping, regrading or reconstructing such spaces, then no relief or waivers under Section 5.1 are required.

Consistent with the changes in Section 5.1, the Amendment also redefines the trigger for a Major Site Plan in the Center Business District in Section 7.4.2 by creating a threshold for a project which increases the number of parking spaces required to 10 or more, increases the number of loading spaces, results in a new curb or driveway-cut or constructs actual off-street parking spaces. Without the amendment, all projects which increased the number of parking spaces required triggered Major Site Plan review in the District.

Similarly and consistent with the changes in Section 5.1, the Amendment also redefines the trigger for a Major Site Plan in the Neighborhood Business District in Section 7.4.2 by creating a threshold for a project which increases the number of parking spaces required to 4 or more, increases the number of loading spaces, results in a new curb or driveway-cut or constructs actual off-street parking spaces. Without the amendment, all projects which increased the number of parking spaces required triggered Major Site Plan review in the District.

This amendment expedites the process for projects falling under the newly established thresholds and is, accordingly, consistent with streamlining goals.

ARTICLE 23: AMEND ZONING BY-LAW – INDOOR ATHLETIC OR EXERCISE FACILITIES IN AN INDUSTRIAL AND INDUSTRIAL-1 DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by inserting immediately below the row that reads "Personal fitness service establishment; where there is insufficient off-street parking on-site to serve all land uses located thereon in adherence with the requirements of Section 5.1.2 but where it can be demonstrated that the hours, or days, of peak parking for the uses are sufficiently different that a lower total will provide adequately for all uses or activities served by the parking lot" a new entry, which shall read as follows:

"Use	RRC SRA	SRB	GR	A-1,2 &3	I	IND	IND-1
Indoor Athletic or Exercise Facilities	N	N	N	N	N	SP*	SP

*Applies only to Industrial Districts any portion of which is located within 150 feet of the Route 128 boundary, otherwise N."

Or take any other action relative thereto.

INSERTED BY: Planning Board
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

PLANNING BOARD RECOMMENDS THAT: Article be Adopted

Article Explanation: This article would authorize Indoor Athletic or Exercise Facilities in the Industrial-1 District and select portions of the Industrial District by special permit. Specifically, the area of the Industrial District where the use would be permitted by special permit is any portion of said district located within 150 feet of the Route 128 boundary. Presently the use is permitted by special permit in Needham's New England Business Center, Highland Commerical-128, and Mixed Use-128 districts.

Indoor Athletic or Exercise Facilities are defined within the zoning by-law as a commercial facility which as its primary purpose provides facilities for individual physical health activities, such as aerobic exercise, running and jogging, use of exercise equipment, saunas, showers, massage rooms and lockers. Such establishments are operated as a business even if open only to members and their guests on a membership basis and to the public at large paying a daily admission fee. All facilities must be contained within the building.

GENERAL ARTICLES / CITIZENS' PETITIONS / COMMITTEE ARTICLES

ARTICLE 24: AMEND GENERAL BY-LAW – BOWS AND ARROWS

To see if the Town will vote to amend Section 3.1.12 of the Town's General Bylaws by changing the descriptive title of the paragraph to "Bows and Arrows"; by inserting in the first clause after the word "shall" the words "possess or"; and by inserting in the second clause after the word "other" the word "public"; or take any other action thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: The 2012 Annual Town Meeting amended the General By-laws to include limits on hunting by bow and arrow. The intent of this article is to extend the bow and arrow hunting restriction to possession of bows and arrows on Town property, as enforcement agents are not always able to witness the actual discharge of the weapon. This provision will help ensure that there is no hunting by bow and arrow on Town property without the consent of the Board of Selectmen, and no hunting on private property without the consent of the property owner.

If the amendment is adopted, the By-law will read as follows:

*3.1.12 ~~Discharge of~~ Bow and Arrows. No person shall **possess or** discharge bow and arrow within the limits of any park, playground, public way, public building or other **public** property except with the consent of the Board of Selectmen, or hunt by bow and arrow on any private property except with the written consent of the property's owner or legal occupant.*

ARTICLE 25: AMEND GENERAL BY-LAW – PRIVATE WAYS

To see if the Town will vote to amend the Town's General By-laws by deleting Section 2.2.5.6 and inserting in place thereof the following:

" 2.2.5.6 Private Ways

2.2.5.6.1 Snow and Ice Removal. The Town may remove snow and ice from such private ways within its limits for emergency vehicle access in accordance with Massachusetts General Laws and in accordance with regulations or policies issued by the Board of Selectmen. Such snow and ice removal may be limited to those private ways maintained in an acceptable condition and in accordance with standards determined by the Director of Public Works.

2.2.5.6.2 Barricades. Barricades installed on private ways that serve to deter prompt and appropriate emergency access shall be removed on order of the Fire Chief.

2.2.5.6.3 Temporary Repairs. The Town may perform temporary repairs to private ways if such repairs are determined by the Director of Public Works to be required for public necessity, in accordance with regulations or policies issued by the Board of Selectmen.

Said repairs shall be considered necessary to abate the immediate hazard caused by the defect and shall not be considered as maintenance of the private way nor shall the way be considered a public way. Drainage shall not be included as part of any such repairs, and the private way need not have been open to public use prior to the repairs being made.

Abutters to the private way may petition the Town to perform temporary repairs. In such cases, fifty one percent of the abutters to the private way must petition the Director of Public Works for the repairs to be made by the Town. Upon receipt of a petition and a determination of the necessity of such repairs, the Town shall provide the petitioners with a statement of the cost of such repairs. Within seven (7) days of receipt of the statement of cost, the petitioners shall be entitled to withdraw the petition. Unless the petition is withdrawn, the Town shall promptly make the repairs and the petitioners shall thereafter reimburse the Town for the cost of the repairs, if the repairs exceed $300. The reimbursement amount shall be equal to the petitioner's pro rata share of the cost of repairs based on the ratio that each petitioner's frontage bears to the total frontage of the petitioners on the private way. Betterment charges will not be assessed for such repairs.

If the cost of repairs does not exceed $300, no reimbursement will be required.

The Town shall not be liable for any damage to private property caused by such repairs, except as otherwise provided by law. "

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town adopted a Private Ways By-Law in 2008 to provide for temporary repairs and snow and ice removal by the Town on private ways, which include roads which the public may have a right to use, but which are privately owned and not accepted as town streets. The temporary repairs provision is intended to be for work deemed minimally necessary to abate an immediate hazard.

In approving the By-law, the Attorney General noted that the By-law did not address some of the provisions of M.G.L. Chapter 40, Section 6N, which is the statute that allows the Town to perform temporary repairs on private ways. The Attorney General suggested that the By-law be amended to include additional provisions relating to drainage, abutter petition, limit of liability, prior use of the private way, and cash deposit requirements.

A proposed amendment of the By-law, as 2013 ATM Article 26, was submitted to Town Meeting last year, and after question and debate, referred back to the Board of Selectmen. This article is intended to revise the By-law to address both the Attorney General's recommendations and concerns raised in the 2013 ATM discussion.

The revision adds language shown above, beginning at "Drainage shall not..." to the existing By-law text. The revision would provide that drainage work is not part of the authorized repairs, establish an abutter petition process, provide that the Town shall not be liable for any damages to private property caused by such repairs, except as otherwise provided by law, and state that the private way need not have been open to public use prior to the repairs being made. Cash deposits would not be required under the petition process, but the petitioners would be required to reimburse the town if costs are over $300.

ARTICLE 26: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Town's General By-Laws as follows:

1. Amend Section 5.3 ADMINISTRATION by deleting the second and third paragraphs in **Section 5.3.2 Issuance of Permits** and inserting in place thereof the following second and third paragraphs:

   "Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board.

   The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application."

2. Amend Section 5.4 GENERAL REGULATIONS by inserting in **Section 5.4.2.2 Location** in subsection d) the word "one" after the word "except" and before the word "perpendicular" and by deleting the word "sign" at the end of the first sentence after the word "businesses" so that the first sentence shall read:

"No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12") of a flat wall sign: except one perpendicular sign, blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses, of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk."

3. Amend Section 5.5 **PERMITTED SIGNS** by deleting under Subsection 5.5.3.4 **Temporary**, the word "Temporary" after the words "Except as provided in Section 5.4.2.3d), temporary";

4. Amend Section **5.4.2.3 Type**, subsection d) by inserting the words "or white" in the second line between the words "black" and "colored frame."

Or take any action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: No Position Taken

Article Information: The 2013 Annual Town Meeting voted to amend the Town's sign by-law. When the revision was incorporated into the General By-laws, several formatting and typographical errors were discovered which are proposed for correction under this article.

ARTICLE 27: AMEND GENERAL BY-LAW – MUNICIPAL WATER SUPPLY

To see if the Town will vote to amend the Needham General By-Laws Section 2.2.5.5, Municipal Water Supply, by inserting a new section 2.2.5.5.4 as follows:

"**2.2.5.5.4 Soil Moisture Sensors** Installation of new automatic lawn irrigation systems connected to the municipal water supply in the Town of Needham shall be equipped with a soil moisture sensor approved by the Department of Public Works. Existing automatic lawn irrigation systems connected to the municipal water supply are also encouraged to be equipped with approved soil moisture sensors. The Department of Public Works shall maintain a list of approved moisture sensors."

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The purpose of this article is to update the Town's By-laws to ensure that the language is consistent with the terms of the Water Withdrawal Permit issued to the Town by the Department of Environmental Protection (DEP). This permit requires that the Town achieve a performance standard of 65 residential gallons per capita per day. The Town has fluctuated between 66 and 67 gallons per day in the last few years. Since it has not achieved the performance standard, the Town is required to file an action plan with the DEP. Based on water demand use patterns, it is clear that outdoor watering accounts for the Town's failure to meet the 65 gallon performance standard. As a result, in its action plan, the Board of Selectmen committed to seeking Town Meeting approval of a By-law requiring the installation of soil moisture sensors on new automatic irrigation systems and encouraging (but not requiring) their installation on existing systems. Achieving the 65 gallon performance standard will allow the Town some additional discretion in implementation of annual outdoor water use restrictions.

ARTICLE 28: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Town's General By-Laws as follows:

1. To amend Section 5.2 of the Sign By-Law ("Definitions") by adding the following at the end of the section:

   "Electronic Billboard: A billboard that changes its message or copy at intervals by programmable electronic, digital, or mechanical processes or remote control.

   Mass DOT: shall mean the Massachusetts Department of Transportation, a body politic and corporate established pursuant to Massachusetts General Laws Chapter 6C.

   State Billboard Regulations: shall mean 700 CMR 3.00: Control and Restrictions of Billboards, Signs and Other Advertising Devices or its successor."

2. To amend Section 5.3 of the Sign By-Law ("Administration") as follows:

   (a) By adding to the first sentence of Section 5.3.1 the following: "Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term "Board" shall mean the Board of Selectmen, and not the Design Review Board, the" and deleting the word "The" at the beginning of the first sentence, so that it reads in pertinent part: "Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term "Board" shall mean the Board of Selectmen and not the Design Review Board, the review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein referred to as the "Board"), as further defined in Section 7.7 of the Needham Zoning By-Law."

   (b) By deleting the first sentence of Section 5.3.4 in its entirety and replacing it with the following: "If an applicant wishes to obtain a permit for a sign that does not comply with this article (except for a special permit for an electronic billboard), he shall apply to the Design Review Board for a Special Permit from the requirements of this article in accordance with the procedure established under sub-section 5.3.3 of this article. In the case of a request for a special permit for an Electronic Billboard, he shall apply to the Board of Selectmen for a special permit in accordance with the procedure established under Section 5.3.4 of this article."

   (c) By adding to the end of Section 5.3.4 the following: "Simultaneously with the filing for a special permit to the Board of Selectmen for an Electronic Billboard, the applicant shall file five copies of the permit application, including five copies of all application materials, with the Design Review Board. The Design Review Board may review requests for special permits for Electronic Billboards and shall, within fourteen days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the Electronic Billboard to the Board of Selectmen, the Building Inspector and the applicant."

3. To amend the Sign By-Law by adding a new Section 5.7:

"Section 5.7 Electronic Billboard Permits

Section 5.7.1 General Regulations

Electronic Billboard Permits shall be allowed in the Town of Needham only under the following terms and circumstances:

(a) Electronic Billboards may be placed only within areas of Needham that are not Residential Zoning Districts, as set forth in Section 2.1 of the Town of Needham Zoning By-Law.

(b) Electronic Billboard shall be oriented for visibility from Route 128 (I-95).

(c) No Electronic Billboard can be placed within one thousand (1,000) linear feet of an existing Electronic Billboard along the same side of the interstate highway layout.

(d) Electronic Billboards may only be Permanent Freestanding Signs. No portable billboards shall be permitted.

(e) No Electronic Billboard shall extend more than 50 feet above the base of said free-standing sign at ground level. Said 50 feet shall be computed by drawing a horizontal line from the top of the Electronic Billboard to the top of the pole supporting said Electronic Billboard and measuring from that point to the point where the support pole meets the ground. If the support pole is located on a slope, the distance shall be measured from the highest elevation where the support pole meets the ground.

(f) Electronic Billboards may be v-shaped to afford visibility to both the northbound and southbound lanes of Route 128 (I-95).

(g) Electronic Billboards shall not be revolving.

(h) The maximum square footage of the display face of an Electronic Billboard shall be 672 square feet. Frames, aprons, catwalks, safety apparatus and other appurtenances shall be excluded from maximum square footage.

Section 5.7.2 Special Permit

Electronic Billboards shall be governed, reviewed and approved by the Board of Selectmen. Electronic Billboards shall be allowed by special permit, but only if the proposed Electronic Billboard meets all of the Electronic Billboard Design Guidelines set forth herein. The Special Permit finding set forth in Section 5.3.4 of this By-Law that "owing to physical peculiarities of the specific location, literal enforcement of the terms of this article would result in substantial hardship to the applicant, or substantial detriment to the vicinity, and that such a Special Permit will be consistent with the stated objectives of this article" shall not be applicable to Electronic Billboards, but a Special Permit shall be granted only if the Board finds that the Electronic Billboards Design Criteria set forth in Section 5.7.3 are met. Notwithstanding the provisions of Section 5.3.4, Electronic Billboards shall be transferable.

Section 5.7.3 Electronic Billboards Design Criteria

The criteria of Section 5.3.5 of this By-Law (Design Guidelines) shall not be applicable to Electronic Billboards, but the following Design Guidelines shall apply. Electronic Billboards shall only be allowed if the Applicant satisfies the following Electronic Billboards Design Guidelines:

(a) The specific site is an appropriate location for the proposed Electronic Billboard and the design and layout complies with the standards and requirements set forth in this Section 5.7.3.

(b) Adequate and appropriate facilities will be provided for the proper operation of the Electronic Billboard.

(c) The Electronic Billboard shall not create a material visual impact to any residential district in the Town of Needham.

(d) The Electronic Billboard shall be permanently affixed to a main support structure. No portable billboards shall be permitted.

(e) No sexually oriented or sexually provocative advertising or messages shall be permitted.

(f) Exposed back of billboards, poles and other support structures must be painted in a color and finished so as to present an attractive and finished appearance.

5.7.4 Prohibitions

The provisions of Section 5.4 ("Prohibitions") shall not be applicable to Electronic Billboards, but the following prohibitions shall be applicable.

5.7.4.1 Illumination

(a) Electronic Billboards shall use automatic level controls to regulate light levels, and shall comply with the brightness standards set forth in the State Billboard Regulations.

(b) No illumination shall be permitted which casts glare onto any residentially used premises or onto any portion of public way so as to create a traffic hazard.

5.7.4.2 Location

(a) No Electronic Billboard shall be erected at the intersection of any streets or of a street and driveway in such a manner as to obstruct free and clear vision; or at any location where by reason of its position, shape or color, it may interfere with, or obstruct the view of, or be confused with any authorized traffic sign, signal or device.

5.7.4.3 Type

(a) The following types of billboards are prohibited:

(i) Animated, projected, moving or giving the illusion of movement (including any moving parts), scrolling, flashing, revolving, blinking, and intermittently illuminated signs, beacons (or any light directed at any location other than the sign itself), searchlights, pennants, and inflatable signs, including balloons;

(ii) Billboards with physical movements of any kind;

(iii) Changeable copy or message billboards that change at intervals greater/faster than those set forth in State Billboard Regulations.

(iv) Tri-vision billboards;

(v) Video billboards or billboards that otherwise give the illusion of video or moving images;

(vi) Billboards with sound;

(vii) Billboards with pyrotechnics; and

(viii) Billboards which by reason of position, wording, illustration, size, shape or color obstruct, impair, obscure, interfere with the view of, or may be confused with any traffic control signal or device or which may otherwise obstruct or interfere with traffic.

(b) A v-shaped Electronic Billboard consisting of two single-faced billboards to afford visibility to both north and southbound traffic shall be permitted, provided that only one face shall be visible from each direction of travel.

5.7.5 Number of Billboards on Individual Lot

The approval of an Electronic Billboard as provided in this Section 5.7 shall be in addition to any billboard that would otherwise be permitted pursuant to this By-Law, including but not limited to Section 5.5.

5.7.6 Impact Fee Agreement

The granting of an Electronic Billboard shall be contingent upon the execution of a mutually satisfactory Impact Fee Agreement between the Applicant and the Town of Needham. The impact fee may include monetary compensation, dedicated advertising/public service announcement time for the Town of Needham, or a combination of both."

Or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article would amend the Town's Sign By-law to allow electronic billboards in certain areas in Needham along Route 128. This article was inserted in the warrant by the Board of Selectmen at the request of private proponents. The article proponents have met with the Design Review

Board, the Planning Board, and the Board of Selectmen, who held a public hearing on the matter on March 18th. At the time of the printing of the warrant, it was expected that this article will be withdrawn.

ARTICLE 29: ACCEPT THE PROVISIONS OF MGL CHAPTER 59 SECTION 5N – VETERANS' PROPERTY TAX PROGRAM

To see if the Town will vote to accept the provisions of MGL Chapter 59, Section 5N for the purposes of establishing a veteran's property tax program; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: Acceptance of M.G.L. c. 59 Section 5N allows the town to establish a property tax work-off program for veterans, similar to the Town's Senior Corps program. If adopted, eligible veterans will have the opportunity to earn up to $1,000 which is applied to their property tax bill, subject to regulations adopted by the Board of Selectmen. Funding for the program comes from the Overlay Account.

ARTICLE 30: AMEND DISTRICT AGREEMENT – MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

To see if the Town will vote, consistent with Section VII of the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated "Regional Agreement" bearing the date of March 11, 2014 to the Board of Selectmen of each member town; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article would approve revision of the Minuteman Regional Vocational School District Agreement. The proposed amendments would implement a number of changes intended to help the agreement work better for the district and its member communities.

Revision of the agreement is one element of an effort to encourage support for a major renovation or replacement project for the school. The current facility, built in the early 1970's, is structurally sound, but has serious building systems and capital maintenance issues, does not meet current code and architectural standards, and cannot optimally support Minuteman's vocational education program. Feasibility studies for the capital project are now in progress in coordination with the Massachusetts School Building Authority (MSBA).

Ratification of the revised Agreement requires Town Meeting approval in all sixteen member communities.

The recommended changes to the District Agreement have been requested by the Minuteman School Committee based on the work of a study committee with representation from district towns. Principal features include:

1. *A revised formula for sharing capital costs among member communities. The new formula includes factors for each community's enrollment at Minuteman, relative community ability to pay, and a minimum share for each community. The current formula is entirely based on enrollment.*
2. *Reducing volatility in assessments by using a four year rolling average for enrollment-based charges, which are currently based on the most recent year only.*
3. *Partially weighted voting on the Minuteman School Committee based on each community's enrollment at Minuteman. The present agreement provides for one vote per town, even though some towns have much larger numbers of students at Minuteman and, even under the new agreement, will continue to carry a much higher percentage of the costs.*
4. *Appointment of Minuteman School Committee members by the boards of selectmen of the sending communities (or the mayor, in the case of a city), unless the town provides otherwise by bylaw or charter. It is hoped that moving to executive branch appointments, instead of moderators' appointments, will improve accountability of the District to the member communities.*
5. *A more workable process for dissenting communities to withdraw from the district. The revised agreement would allow a town to withdraw from the District by town meeting vote on reasonable notice, subject to an obligation to pay its share of outstanding capital, and with approval from the State Education Commissioner, unless at least half of the other members' legislative bodies vote to disapprove. The current agreement requires an affirmative vote by every member town to allow a community to withdraw.*

These changes are intended to improve governance and cost sharing and facilitate realignment of the district before a decision has to be made on bonding the capital project, which will require approval of all member town meetings or a district-wide referendum.

Needham's number of students at Minuteman is in the median range among member communities. The new agreement will have relatively minimal near term impact for Needham in terms of operating assessments or district participation. But going forward, revision to the Regional Agreement is seen as critical to the capital project effort.

If the capital project is not approved, the District will face difficult challenges operating and maintaining its existing facility at a higher cost and without MSBA assistance. All district communities will share those costs.

Additional information, including copies of the current agreement, proposed agreement, and text and summaries of the changes, are posted with the article information on the town website, www.needhamma.gov.

COMMUNITY PRESERVATION ACT ARTICLES

ARTICLE 31: APPROPRIATE FOR RIDGE HILL BOARDWALK AND BRIDGE REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $213,219 for the replacement of the Swamp Trail Boardwalk and Charles River Trail Bridge, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Conservation Commission is requesting funding to construct a boardwalk and a bridge on two trails at Ridge Hill Reservation. This is a project that has been under review for several years, and received design funds from the CPC. The Fuller Trail, formerly known as the Swamp Trail, had a boardwalk constructed in the 1970's which deteriorated and needed to be removed. The Fuller Trail connects the two major trail systems at Ridge Hill – the eastern trail system known as the Esker Trail and the western trail system known as the Chestnut Trail. The Fuller Trail is approximately 1,000 feet, all within wetlands and swamps. The low level boardwalk would re-create the trail system. Across Charles River Street is the Charles River Trail that brings visitors to the river. A small bridge needs to be replaced on this trail. The Conservation Fund will contribute $100,000 to the full cost of the project with CPA funding bearing approximately 2/3rds of the cost. The project is ready for construction, with all design and permits completed.

ARTICLE 32: APPROPRIATE FOR TOWN COMMON HISTORIC REDESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $20,000 for historic redesign of the Town Common, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will allow the Town to hire a landscape architect to review the current conditions of trees, hardscape and landscape. The designer will work with Town officials to re-design the Town Common to reflect its historic nature, provide opportunities for community gatherings, and provide a landscape that enhances its uses as well as protects its historic character. This project will be coordinated with the Downtown Streetscape Project.

ARTICLE 33: APPROPRIATE FOR MEMORIAL PARK IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for soil and related improvements design at Memorial Park, to be spent under the direction of the Town Manager, said sum to be transferred from the 2014 General Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: This article will fund design work associated with Memorial Park improvements. The current drainage system at Memorial Park has sufficient capacity for typical storms, but is not able to capture the flow of water in severe storms. Additional drainage components and improvements to the soil conditions will help alleviate flooding concerns. Both aspects of the project will improve safety conditions for the athletes on natural turf. Construction funds will be requested at a later time.

ARTICLE 34: APPROPRIATE FOR VITAL RECORDS PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $52,500 for the preservation of vital records, to be spent under the direction of the Town Manager, said sum to be transferred from the Historic Reserve; or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town Clerk is requesting funding for the preservation of some of the Town's vital records dating from the 18th and 19th centuries. All subsequent documents have already been preserved. The records will be restored, de-acidified, and bound into volumes. Information will also be provided in electronic format.

ARTICLE 35: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2015 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	$1,272,117
C. Community Housing Reserve	$258,000
D. Historic Resources Reserve	$0
E. Open Space Reserve	$258,000

or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The Town Meeting and the voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the CPC and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

CAPITAL ARTICLES

ARTICLE 36: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Warren Street Water System Rehabilitation	May 2005 ATM	54	$913,500	$30,000
Wastewater Pump Station Great Plain	May 2008 ATM	45	$770,000	$17,800
Total				$47,800

or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

ARTICLE 37: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate $2,467,260 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto:

General Fund	Description	Recommended	Amendment
Finance	Network Hardware, Servers & Switches	$ 30,000	
Finance	Technology Systems & Upgrades	$ 100,000	
Finance	Public Safety Dispatch System	$ 244,615	
Public Safety	Wireless Radio Master Fire Box System	$ 164,000	
Public Safety	Fire Alarm Cables	$ 60,000	
Public Schools	School Copier Replacement	$ 30,320	
Public Schools	Furniture, Instruments & Eequipment	$ 81,680	
Public Schools	School Technology	$ 679,325	
Public Works	Large Format Scanner	$ 33,000	
Public Works	Small Speciality Equipment - Mowers	$ 29,797	
Public Works	Drain System Improvements	$ 80,000	
Public Works	Drain System Repairs	$ 76,000	
Public Facilities	Maintenance Program	$ 482,000	
Fleet/Building	Core Fleet	$ 61,660	
Fleet/DPW	Core Fleet	$ 100,910	
Fleet/ DPW	Snow & Ice Equipment	$ -	
Fleet/DPW	Specialized Equipment	$ -	
Fleet/Fire	Specialized Equipment/Ambulance	$ 186,607	
Fleet/Public Facilities	Core Fleet	$ 27,346	
	Total Appropriation	$ 2,467,260	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

NETWORK HARDWARE SERVERS AND SWITCHES *The request is to replace older servers, both application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. Funding will also support the replacement of the spam filter, virus firewall, and internet filtering, and of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment may have a negative effect on email, financial applications, internet access, data accessibility, and backups between the Town's datacenters.*

TECHNOLOGY SYSTEMS AND APPLICATIONS UPGRADE *This funding will support an update for the Town's Geographic Information System (GIS) including planimetric data and imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The GIS update will add changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the spring 2009 flight and a proposed 2015 flight. The flight will also improve imagery to help in analysis of land use and development throughout Needham. The project will include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the*

spring 2009 and any subsequent updates will be incorporated into the Town's public web GIS site. Because many departments, such as Engineering, Water & Sewer, Planning, Conservation and other Town and School Departments use the GIS data on a regular basis, it is important to have up to date data so these departments can plan, analyze, and display an accurate representation of the land base and infrastructure.

PUBLIC SAFETY COMPUTER-AIDED DISPATCH SYSTEM *This request is to replace the current Computer Aided Dispatch (CAD) application with an application that is designed to be run on an Intel style server. The current CAD application has been used by the Needham Police and Fire Departments since 1994 - initially installed on an IBM A/S 400 and currently operating on an IBM iSeries Blade Server that is nearing its end of life. The operating system is increasingly difficult to maintain in-house, and the style and interface of the current application - commonly known as "green screen" - makes it difficult for users to transition from standard windows based interfaces. It will be helpful for the Needham Police and Fire Departments to have an application that is widely used by other Public Safety agencies throughout the Commonwealth, to leverage local knowledge to help them use the application more effectively.*

WIRELESS MUNICIPAL RADIO MASTER FIRE BOX SYSTEM *The long-term plan is to eliminate the older style fire alarm master boxes and install wireless radio master box systems where needed. All pole mounted fire alarm boxes (222) would be permanently removed. Building master boxes (129) would be replaced with radio box transmitters. The 129 master boxes are privately owned, and property owners pay the Town an annual monitoring fee of $480. Privately owned buildings would not be required to change over to the new municipal system if they chose to use their own private alarm company. The aspects of the project include acquisition of the head-end equipment to be located within the fire dispatch center, and purchase and installation of radio boxes for 28 Town buildings. With this new system, the fire dispatch center will be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. Once the wireless system is complete, the Fire Department will evaluate the continued need for staffing and equipment in the Fire Alarm Division.*

FIRE ALARM CABLE REPLACEMENT *This project is a companion to the wireless municipal radio master fire box system project. This request is to fund the replacement of all municipal fire alarm cables which cross Route 128 (I-95) during the construction of the "Add-A-Lane" project as it progresses through Needham. While the project will be conducted through Town appropriation, the costs may be reimbursed by the Commonwealth of Massachusetts. The cables being replaced are part of the municipal fire alarm system which provides service to all of the neighborhoods (both residential and commercial), and many of the buildings on the east side of Route 128. All of the cables that need to be replaced are either on the Kendrick Street Bridge or the Highland Avenue Bridge. If the wireless municipal radio master fire box system is installed prior to the construction phase of the Add-a-Lane project in these two areas, replacement of the cables will not be necessary and the funds will be available for repurposing.*

SCHOOL COPIER REPLACEMENT *Photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 48 copiers. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. The requested funding will support the replacement of five (5) copy machines.*

SCHOOL FURNITURE, MUSICAL INSTRUMENTS, & FITNESS, PRODUCTION & GRAPHIC ARTS EQUIPMENT

Musical Equipment – In FY2005, Town Meeting allocated funds to begin a ten-year replacement cycle for old and heavily used school musical instruments, including band and orchestra instruments, as well as pianos. The plan, which ended in FY2014, has significantly improved the quality of musical instruments used by students. Beginning with FY2015, the focus of this request is shifted from inventory replacement to inventory expansion, particularly at the middle and high schools, where enrollment is growing and students need the larger-sized instruments in the brass and string families. The need for additional instruments to meet enrollment growth is compounded by several other factors. Since students are prohibited from transporting large instruments on school buses, there is a need to provide additional instruments for classroom use, particularly cellos, basses, and large wind and percussion instruments. Additionally, there is a need to provide upright acoustic pianos in all music rooms, practice rooms and performance facilities, to enable choral groups to have proper accompaniments and to allow small student ensembles. Unless circumstances dictate otherwise, fiscal year 2015 funding will support the acquisition of additional upright pianos for High School practice rooms, and expand the inventory of bass violins/cellos and low brass at the Pollard School, High Rock School and Needham High School.

School Furniture - This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. By FY2015, all furniture in poor condition will have been replaced at these schools.

Fitness Equipment - The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 – 7) for treadmills, nine (9) years for cross trainers, eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2015 funding is planned for three spinning bikes and one treadmill.

Production Center - This request is to purchase a replacement mail meter and folder/stuffer/inserter machine for the Needham Public Schools Production Office. The existing folder/stuffer/inserter machine was purchased in 2004 and is nearing the end of its useful life, after a decade of heavy use.

High School Graphics Production Room - This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective service, and also provides hands-on educational training in the field of professional graphics and printing production for students. Unless circumstances dictate otherwise, the FY2015 funding is intended for purchase of a high capacity large print photo printer and a binder/spireler.

INTERACTIVE WHITEBOARD TECHNOLOGY, 1:1 INITATIVE, TECHNOLOGY INOVATION, AND TECHNOLOGY REPLACEMENT

Interactive Whiteboard Technology - This program funds the purchase and installation of whiteboard technology in the Needham schools.

School Department NPS 1:1 Initiative - This project continues the initiative begun in FY2013 to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High Schools. A portion of this funding will support the purchase of devices for Pollard students who are unable to provide their own devices. Funding also includes devices for secondary level teachers, the purchase of AppleCare+, and completes the preparation of the High Rock infrastructure to support 1:1.

Technology Innovation - The requested funding will support structured technology experimentation to help the Schools better identify and prepare for use and deployment of technology.

Technology Replacement – This request is for funding to continue the School Department's regular replacement cycle for technology devices, including computers, printers, and servers. The FY2015 request includes the replacement of 300 teacher, administrator, student, lab and laptop computers, which have reached or are functioning beyond the end of their seven-year lifecycle. A total of 39 of these computers are for teachers and administrators throughout the District. Another 261 are lab and classroom computers at Hillside, Mitchell, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY2015 represents the third year of the anticipated five-year timeframe to replace the High School computers. FY2015 costs also include additional hardware infrastructure to expand Internet Bandwidth, additional network infrastructure and servers at the Emery Grover School Administration Building, and replacement of failing SMART Boards and LCD projectors at District schools.

LARGE FORMAT SCANNER *This submission is for the purchase of a large format multi-purpose color scanner/printer/copier that will allow the Engineering Division to replace and upgrade the existing large format monochrome scanner/printer/copier. The existing large format Monochrome scanner/copier/printer was purchased in FY2008 and has been used extensively by the Department of Public Works, Department of Public Facilities, Planning Department, Department of Public Health, and other departments as needed to reproduce and to electronically store large format plans and posters. The amount of use of the existing monochrome scanner/copier/printer has increased over the last several years. Parts have become worn down requiring more frequent replacement and services to keep the equipment operational; this machine has been down between 8 and 12 days over the last 2- years, impacting the Department's ability to serve the public. This request is also for a color machine, because there have been increasing requests for the Engineering Division to produce full size color plans. The new large format multi-purpose color scanner/printer/copier will serve as a backup plotter for the Engineering Division in case the Plotter purchased in 2005 requires work, and will be capable of making multiple color copies/scanned images for all departments that the Engineering Division supports.*

GENERAL FUND SMALL SPECIALTY EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Hours	Cost
340	Parks & Forestry	2008	Mower	Same	580	$8,114
352	Parks & Forestry	2008	Mower	Same	533	$21,683

DRAIN SYSTEM IMPROVEMENTS – WATER QUALITY *In 2003, the Environmental Protection Agency (EPA) issued a National Pollutant Discharge Elimination System (NPDES) Permit to the Town to upgrade the quality of the water discharged to the Charles River. A renewal permit is overdue and is*

expected in the current fiscal year. In compliance with the permit, the Town has completed a number of projects to improve stormwater discharge with a variety of methods at the Public Library, High School, Chestnut Street, High Rock School, and Lake Drive. This project will fund a watershed management plan. The Town is divided into four distinct watersheds. The goal of the plan is for the identification of sub-watersheds so that the Town can target different water quality treatment strategies depending on the conditions of each sub-region. The development of the plan will also identify the Town's storm drain capacity. Recent severe weather events, such as the Labor Day, 2013 storm, have highlighted the need for investment in a variety of strategies to reduce the incidence of flooding that creates both inconvenience and property damage for property owners and the Town.

DRAIN SYSTEM REPAIRS *This request is to fund design, engineering and wetlands consulting to replace ten feet of pipe underneath a culvert on Edgewater Drive. This pipe is particularly problematic - it is over 100 years of age, and is plugged-up and degraded beyond remediation. This pipe is presently supporting two sewage pipes, one that is in service, and one that was abandoned in place. The drainage pipe and one of the active sewage pipes are all uncovered due to erosion and the drainage pipe is providing the structural foundation for the sewage pipes. Should the drainage pipe be compromised, it will subject the sewage pipes it supports to failure. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Additionally, this drainage pipe needs to be constructed under the existing sewage pipes adding to the difficulty of this replacement. This repair will resolve drainage issues in the area that have resulted in flooding of the abutters of the brook, and will ensure the structural stability of the adjacent sewage pipes. It is expected that the cost of construction will be in the range of $90,000.*

PUBLIC FACILITIES MAINTENANCE PROGRAM *This project supports the annual maintenance of public buildings throughout the Town including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances dictate otherwise, fiscal year 2015 funding is proposed for duct cleaning at the High Rock School, Mitchell School, and Public Services Administration Building, asbestos abatement at the Pollard School, flooring replacement at the Eliot School, xeriscaping at Needham High School, and wood floor refinishing in various school buildings. Minor adjustments to the site configuration at the Pollard School are also planned.*

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
453	Building	2005	Ford Taurus	Ford Fusion	58,943	$30,830
455	Building	2006	Ford Taurus	Ford Fusion	55,684	$30,830

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
41	Parks & Forestry	2009	Ford F-350	Same	39,876	$50,723
50	Parks & Forestry	2008	Ford F-150	Ford F-350	30,066	$50,187

FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Miles/Hours	Cost
R2	Fire	2005	Ford/Osage Ambulance	Same	51,400/8,050	$186,607

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
704	Public Facilities	2005	Ford E250 Cargo Van	Same	69,677	$27,346

ARTICLE 38: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $800,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

STREET RESURFACING *This purpose of this program is to improve the structural and surface integrity of the Town's miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work, such as asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.*

TRAFFIC SIGNAL & INTERSECTION IMPROVEMENTS *This program funds traffic signal and intersection improvements, and new traffic signal installations.*

COMBINED SIDEWALK PROGRAM *This Program funding addresses the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps.*

STORM DRAIN CAPACITY IMPROVEMENTS *This program provides funding to improve roadway drainage capacity. The Town has identified and prioritized a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. These measures include installation of additional storm drains, and storm drain replacement, extension, and capacity increases.*

BROOKS AND CULVERTS – REPAIR AND MAINTENANCE *This repair and maintenance program was developed to address flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms.*

Unless circumstances dictate otherwise, fiscal year 2015 funding will be directed to street resurfacing, sidewalk improvements, and storm drain capacity improvements.

ARTICLE 39: APPROPRIATE FOR CENTRAL AVENUE/ELLIOT STREET BRIDGE DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $900,000 for engineering and design for the reconstruction or repair of the Central Avenue/Elliot Street bridge, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: In the spring of 2013, this bridge was identified by the Commonwealth as having structural deficiencies. Upon receiving this information, the Town of Needham and the City of Newton engaged a structural engineer to further evaluate the bridge. A report by the structural engineer was completed in the late summer of 2013 and indicates that further monitoring is necessary to determine what action needs to be taken with this bridge. The Town of Needham has engaged a consultant to monitor the bridge for a period of six months to determine the extent of the structural deficiency. It is possible that if the result of that monitoring indicates that the bridge is in need of major repair or replacement, the Town will need to perform engineering and design services in the summer of 2014, with construction to follow, in order to ensure the safety of this bridge. The budgetary figure indicated for design and engineering is based on the most costly option for repair/replacement, should both communities choose to take that option.

ARTICLE 40: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $321,095 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and that said sum be transferred from RTS Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Fleet	Large Specialty Equipment	$ 215,316	
RTS	Message Boards	$ 30,000	
RTS	Transfer Station Office Trailer	$ 75,779	
	Total Appropriation	$ 321,095	

INSERTED BY: Board of Selectmen

FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

FLEET REPLACEMENT - SPECIALTY EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Hours	Cost
93	RTS	2004	Screener	Same	4,370	$215,316

MESSAGE BOARD *Currently the Public Works Department has three mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and are often unavailable for non-emergency notices. This request will support a pilot program of permanently installed message boards to be used to communicate with residents in their cars and on the streets. These message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or a laptop, and will help to eliminate competition for the current message boards.*

TRANSFER STATION OFFICE TRAILER *The current working conditions for staff in the main office at the RTS are sub-standard. The supervisor's office is isolated from day-to-day operations and staff activity, making supervision and oversight challenging. The proximity of the main office to the tipping floor results in odors from transfer station building migrating into the office area, and the air filtration system in the main office is inadequate and incapable of ameliorating the odor problem. The facility has inadequate space for the office and customer reception area (current total combined space for both functions is 169 square feet) neither of which is ADA accessible. The plumbing in the staff restroom occasionally freezes in the winter, and restroom conditions are poor and not ADA compliant. This proposal is for the purchase and installation of a temporary 12' x 44' office trailer, to be situated to the Northeast of the transfer station building. The trailer will immediately improve working and operation conditions and will be placed so that it will not interfere with, and can be used during, future expansion of the transfer station building. The trailer will provide an improved customer reception area, improved office areas, and an ADA compliant restroom. The cost estimate includes the purchase price and setup costs for the trailer, and electrical, sewer, and water tie-ins. An evaluation of the entire facility will be conducted as part of the on-going facility master planning process. The acquisition of a trailer is a measure designed to immediately improve the working conditions of staff and enhance the user experience for the public.*

ARTICLE 41: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $398,000 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Sewer Alarm System Upgrade	$ 258,000	
Sewer	Pump Station Improvements	$ 90,000	
Sewer	Service Connections	$ 50,000	
	Total Appropriation	$ 398,000	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

SEWER ALARM SYSTEM UPGRADE *The Sewer Alarm system upgrade includes the implementation of a Supervisory Control & Data Acquisition (SCADA) System. The Town's Sewer SCADA system will collect data from various sensors from all of the sewer lift stations that will enable operators to efficiently manage and control the operations of the station from a central or remote location. The upgraded alarm system will provide dispatchers with more details about the type of alarm, which will enable them to better prepare the call person when responding. A request for the funding a study for the sewer alarm upgrade was approved at the May 2012 Annual Town Meeting and was completed in the fall of 2012.*

SEWER PUMP STATION IMPROVEMENTS *This project will fund the replacement of a programmable logistic controller (PLC) at the West Street Sewer Pump Station. The PLC receives input data from various sensors that is used for the automation of electromechanical processes within the pump station. The PLC also stores historical data. The station is currently operating with a back-up controller that is basic in design. It controls the on/off operations of the pump only. The controller does not record data (flows and alarms) and there is no digital display of the operations (wet well level, mode of operations, etc.). Replacement of the non-functioning PLC is an essential component of the SCADA system proposed for funding in FY2015.*

SEWER SERVICE CONNECTIONS *There are approximately 100 homes with access to sewer that are not connected to the Sewer System because the owner has chosen not to connect. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that homeowners can connect should they choose to, or should their septic system fail. The lateral sewer lined are planned to be installed prior to road reconstruction/paving projects. The cost for these service installations are not typically included in road construction estimates, and, in the case of Chapter 90 Projects, the costs are not eligible for reimbursement.*

ARTICLE 42: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $729,050 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Filter Media Replacement	$ 238,050	
Water	Water Supply Development	$ 200,000	
Water	System Rehabilitation Program	$ 91,000	
Water	Service Connections	$ 200,000	
	Total Appropriation	$ 729,050	

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information:

FILTER MEDIA REPLACEMENT *The filter media greensand is used for manganese removal at the Charles River Water Treatment Facility. Greensand must be replaced frequently and requires additional potassium inputs. A new product, Greensand Plus, is a synthetic alternative to natural greensand that can withstand wider variations in operating conditions and has an extended life. Further, Greensand Plus does not require additional potassium inputs. The Town completed the first of four conversions to Greensand Plus in FY2013. The second conversion was approved for FY2014. The greensand lasts for approximately 15 years so the next scheduled replacement is scheduled for FY2028. This request is for the final two years of conversion, and includes an allocation for repairing the exposed screen – a factor that was encountered in the first year of conversion. Replacing the media in two of the filters simultaneously will be more cost effective in terms of set up time and quicker avoidance of the need for potassium additives.*

WATER SUPPLY DEVELOPMENT DESIGN *In April 2013 the Town redeveloped Well #3 and restored the yield of the well to approximately one third of its original capacity. The original capacity of the well was 50 gallons per foot, and the redevelopment enabled the well to achieve up to 18 gallons per foot. Prior to the redevelopment, the yield of the well was 5 gallons per foot. Since this last redevelopment in April 2013, the well is already showing signs of losing capacity, and is pumping 15 gallons per foot as of September 2013. This well is the least productive of the three wells. While the Department originally proposed the development of a fourth well, the current request is to support the replacement of Well #3. The funding proposed for fiscal year 2015 will support the design and engineering of a replacement well, with a request for construction funding planned for fiscal year 2016.*

WATER SYSTEM REHABILITATION PROGRAM *Under the Water System Rehabilitation Program, the Town's water infrastructure is continually analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Fiscal year 2015 funding is planned for the engineering and design of a new eight inch pipe from Pleasant Street/Howland Street to Dedham Avenue(1,160 linear feet) and engineering and design of a new eight inch water pipe from Norfolk Street/Warren Street to Webster Street (1,300 linear feet).*

SERVICE CONNECTIONS *The purpose of this program is to remove old iron pipe water services that contain lead from the water distribution system. Old iron and lead water services are replaced prior*

to road reconstruction/paving projects. If the water service connections are not replaced, an element of the subsurface infrastructure is susceptible to failure before the useful life of the reconstructed roadway has been realized. The FY2015 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.

TOWN RESERVE ARTICLES

ARTICLE 43: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $40,695 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Article be Adopted

Article Information: The 2012 Annual Town Meeting authorized the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio. The March 31, 2014 balance in the fund was $900,809.

ARTICLE 44: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit rating industry. The March 31, 2014 balance in the fund was $649,886.

ARTICLE 45: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 40, Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the Tax Levy; or take any other action relative thereto.

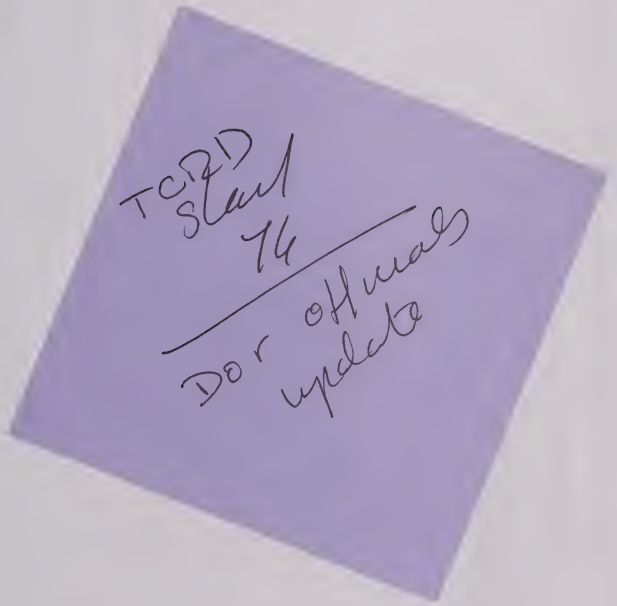
INSERTED BY: Board of Selectmen
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. The March 31, 2014 balance in the fund was $1,295,268.

ARTICLE 46: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting; or take any other action relative thereto.

INSERTED BY: Board of Selectmen



And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given under our hands at Needham aforesaid this 25th day of February, 2014

DANIEL P. MATTHEWS, ***Chairman***
JOHN A. BULIAN, ***Vice Chairman***
MAURICE P. HANDEL, ***Clerk***
MATTHEW D. BORRELLI
MARIANNE B. COOLEY

Selectmen of Needham

a true copy
ATTEST

Reserve Fund Transfer Requests
Approved by the Finance Committee
Fiscal Year 2013

Budget	Date of Action	Amount
Board of Selectmen Community Celebration	3-Oct-12	$5,174
Park and Recreation Newman Playground Equipment	17-Oct-12	$30,000
Town Clerk Special Election	19-Dec-12	$16,746
Finance Department Appellate Tax Board Decision	28-Dec-12	$41,622
Human Services Veterans Benefits	13-Feb-13	$15,000
Legal Services	20-Mar-13	$67,500
Legal Services	12-Jun-13	$10,000
Department of Public Works - Snow & Ice	12-Jun-13	$521,073
Total Approved from General Reserve Fund		**$707,115**
Total Approved from RTS Reserve Fund		**$0**
Total Approved from Sewer Reserve Fund		**$0**
Filter Four Media Replacement Expense	20-Mar-13	$30,000
Total Approved from Water Reserve Fund		**$30,000**

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GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY)
as of March 6, 2014
(Excludes Seasonal, Temporary and Intermittent Positions)

TITLE	GRADE	ANNUALIZED SALARY RANGE
GENERAL GOVERNMENT		
Board of Selectmen/Town Manager		
Town Manager	Contract	Contract
Support Services Manager	M-1	$60,041- $75,231
Department Assistant 2	TS-2	$33,579 - $42,530
Administrative Assistant	TS-3	$36,106 - $45,767
Assistant Town Manager/Dir. of Ops.	M-5	$98,730 - $123,728
Administrative Assistant - HR	SS-3	$36,106 - $45,767
Director of Human Resources	M-3	$76,323 - $95,623
Human Resources Administrator	NR-3	$42,608 - $56,796
Town Clerk		
Town Clerk	Elected	$86,258
Assistant Town Clerk	NR-3	$42,608 - $56,796
Department Assistant 2	TS-2	$33,579 - $42,530
Legal		
Town Counsel	Sch C	$71,514
FINANCE		
Assessors		
Administrative Assessor	M-2	$71,521 - $89,560
Asst. Administrative Assessor	PT-4	$47,678 - $62,283
Administrative Coordinator	TS-4	$40,443 - $51,227
Data Collector	PT-1	$35,506 - $46,949
Department Specialist	TS-3	$36,106 - $45,767
Finance Department		
Asst Town Manager/Dir. of Finance	M-5	$98,730 - $123,728
Finance & Procurement Coordinator	NR-6	$55,595 - $72,638
Parking Clerk	NR-1	$35,506 - $46,949
Accounting		
Town Accountant	M-2	$71,521 - $89,560
Assistant Town Accountant	NR-5	$53,352 - $68,621
Administrative Specialist	TS-4	$40,443 - $51,227
Department Specialist	TS-3	$36,106 - $45,767

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY) as of March 6, 2014 (Excludes Seasonal, Temporary and Intermittent Positions)		
TITLE	**GRADE**	**ANNUALIZED SALARY RANGE**
Information Technology Center		
Director, MIS	M-3	$76,323 - $95,623
Financial System Application Manager	PT-6	$55,595 - $72,638
GIS/Database Administrator	PT-5	$53,352 - $68,621
Computer Operator	PT-1	$35,506 - $46,949
Network Manager	PT-6	$55,595 - $72,638
Applications Administrator	PT-5	$53,352 - $68,621
Treasurer/Collector		
Treasurer/Collector	M-2	$71,521 - $89,560
Assistant Treasurer/Collector	NR-5	$53,352 - $68,621
Department Specialist	TS-3	$36,106 - $45,767
Department Assistant 2	TS-2	$33,579 - $42,530
Department Assistant 1	TS-1	$29,757- $37,673
Finance Committee		
Finance Comm. Exec. Secretary	NR-4	$47,678 - $62,283
PUBLIC SAFETY		
Police Department		
Police Chief	M-5	Contract
Lieutenant	P-3	$73,169 - $85,738
Sergeant	P-2	$61,127 - $69,926
Police Officer	P-1	$42,235 - $56,599
Animal Control Officer	UR-2	$40,892 - $53,407
Administrative Specialist	TS-4	$40,443 - $51,227
Police Maintenance Assistant	NR-1	$35,506 - $46,949
Administrative Assistant	TS-3	$36,106 - $45,767
Department Assistant 2	TS-2	$33,579 - $42,530
Public Safety Dispatcher	UR-1	$35,506 - $46,949
Parking Enforcement Attendant	SS-2	$33,579 - $42,530
Fire Department		
Fire Chief	M-5	Contract
Deputy Fire Chief Operations	F-5	$87,233 - $91,691
Deputy Fire Chief	F-4	$73,036 - $83,388
Fire Captain	F-3	$69,418 - $72,888
Fire Lieutenant	F-2	$58,871- $67,059
Firefighter	F-1	$42,235 - $56,599
Super. Fire Alarm	FA-2	$52,186 - $66,696
Director of Administrative Services	PT-5	$53,352 - $68,621
Administrative Assistant	TS-3	$36,106 - $45,767
Public Safety Dispatch Super.	UR-4	$47,658 - $62,269
Public Safety Dispatcher	UR-1	$35,506 - $46,949

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY) as of March 6, 2014 (Excludes Seasonal, Temporary and Intermittent Positions)		
TITLE	**GRADE**	**ANNUALIZED SALARY RANGE**
Building		
Building Commissioner	M-2	$71,521 - $89,560
Assistant Building Commissioner	NR-6	$55,595 - $72,638
Inspector of Plumbing and Gas	NR-4	$47,678 - $62,283
Inspector of Wires	NR-4	$47,678 - $62,283
Local Building Inspector	NR-5	$53,352 - $68,621
Administrative Specialist	TS-4	$40,443 - $51,227
Department Assistant 2	TS-2	$33,579 - $42,530
PUBLIC WORKS		
Administration		
Director of Public Works	M-5	$98,730 - $123,728
Assistant Director of Public Works	M-4	$89,054 - $111,591
Supervisor of Administration, DPW	M-1	$60,041- $75,231
Senior Admin. Coordinator	TS-5	$44,207 - $55,984
Department Specialist	TS-3	$36,106 - $45,767
Department Assistant 2	TS-2	$33,579 - $42,530
Administrative Analyst	NR-3	$42,608 - $56,796
Engineering Division		
Town Engineer	M-4	$89,054 - $111,591
Assistant Town Engineer	UR-6	$55,584 - $72,624
Contract Administrator	UR-6	$55,584 - $72,624
Civil Engineer	UR-4	$47,628 - $62,269
Survey Party Chief	UR-3	$42,595 - $56,795
AutoCad Technician	UR-2	$40,892 - $53,407
Engineering Aide	UR-1	$35,506 - $46,949
Garage Division		
Fleet Supervisor	M-1	$60,041- $75,231
Master Mechanic	W-7	$24.60-$29.29/hour
Equipment Mechanic	W-5	$20.76-$24.91/hour
Highway Division		
Division Super. Highway	M-2	$71,521 - $89,560
Assistant Superintendent - Highway	UR-5	$53,334 - $68,603
Public Works Specialist 2	W-5	$20.76-$24.91/hour
Public Works Technician	W-5	$20.76-$24.91/hour
Working Foreman	W-6	$22.43-$26.93/hour
Laborer 2	W-2	$16.92-$20.44hour
HMEO	W-4	$19.33-$23.28/hour
Craftsworker	W-4	$19.33-$23.28/hour

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY) as of March 6, 2014 (Excludes Seasonal, Temporary and Intermittent Positions)		
TITLE	**GRADE**	**ANNUALIZED SALARY RANGE**
Park & Forestry Division		
Division Super. Parks	M-2	$71,521 - $89,560
Assistant Superintendent - Parks	UR-5	$53,334 - $68,603
Working Foreman	W-6	$22.43-$26.93/hour
Tree Climber	W-4	$19.33-$23.28/hour
Craftsworker	W-4	$19.33-$23.28/hour
HMEO	W-4	$19.33-$23.28/hour
Laborer 3	W-3	$18.14-$21.80hour
Laborer 2	W-2	$16.92-$20.44hour
Recycling & Transfer Station		
Division Super. Solid Waste	M-2	$71,521 - $89,560
Working Foreman	W-6	$22.43-$26.93/hour
Public Works Specialist 1	W-4	$19.33-$23.28/hour
HMEO	W-4	$19.33-$23.28/hour
Laborer 2	W-2	$16.92-$20.44hour
Water Division		
Division Super. Water & Sewer	M-3	$76,323 - $95,623
Water Treatment Facility Mgr	UR-6	$55,584 - $72,624
Pumping Station Operator	W-5	$20.76-$24.91/hour
Public Works Inspector	W-6	$22.43-$26.93/hour
Working Foreman	W-6	$22.43-$26.93/hour
Public Works Technician	W-5	$20.76-$24.91/hour
HMEO	W-4	$19.33-$23.28/hour
Craftsworker	W-4	$19.33-$23.28/hour
Laborer 3	W-3	$18.14-$21.80hour
Laborer 2	W-2	$16.92-$20.44hour
Sewer Division		
Assistant Superintendent - Sewer & Water	UR-5	$53,334 - $68,603
HMEO	W-4	$19.33-$23.28/hour
Pumping Station Operator	W-5	$20.76-$24.91/hour
Chief Pumping Station Operator	W-7	$24.60-$29.29/hour
Public Works Inspector	W-6	$22.43-$26.93/hour
Working Foreman	W-6	$22.43-$26.93/hour
Craftsworker	W-4	$19.33-$23.28/hour

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY) as of March 6, 2014 (Excludes Seasonal, Temporary and Intermittent Positions)		
TITLE	**GRADE**	**ANNUALIZED SALARY RANGE**
PUBLIC FACILITIES		
Department of Public Facilities		
Director of Facilities Operations	M-4	$89,054 - $111,591
Director of Design and Construction	M-4	$89,054 - $111,591
Senior Project Manager	M-2	$71,521 - $89,560
Project Manager	M-1	$60,041- $75,231
Facility Operations Shift Supervisor	UR-5	$53,334 - $68,603
Department Specialist	TS-3	$36,106 - $45,767
Administrative Analyst	NR-3	$42,608 - $56,796
Department Assistant 2	TS-2	$33,579 - $42,530
Senior Custodian 1	BC-2	$40,512 - $48,568
Senior Custodian 2	BC-3	$42,557 - $51,002
Custodian	BC-1	$36,130 - $43,281
Warehouse Person	BT-1	$40,622 - $48,976
HVAC Technician	BT-3	$49,144 - $59,276
Carpenter	BT-2	$44,678 - $53,893
Craftsworker	BT-2	$44,678 - $53,893
Plumber	BT-3	$49,144 - $59,276
Electrician	BT-3	$49,144 - $59,276
Administrative Specialist	TS-4	$40,443 - $51,227
Health Department		
Director of Public Health	M-3	$76,323 - $95,623
Environmental Health Agent	PT-5	$53,352 - $68,621
Public Health Nurse	PT-5	$53,352 - $68,621
Program Coordinator	NR-2	$40,892 - $53,407
Sr. Program Coordinator	NR-5	$53,352 - $68,621
Administrative Coordinator	TS-4	$40,443 - $51,227
Department Assistant 2	TS-2	$33,579 - $42,530
HUMAN SERVICES		
Council on Aging		
Executive Director	M-2	$71,521 - $89,560
Assistant Executive Director	NR-5	$53,352 - $68,621
Social Worker	PT-3	$42,608 - $56,796
Program Coordinator	NR-2	$40,892 - $53,407
Youth Services		
Director of Youth Services	M-2	$71,521 - $89,560
Social Worker	PT-3	$42,608 - $56,796
Administrative Assistant	TS-3	$36,106 - $45,767

GENERAL GOVERNMENT LISTING OF SALARY RANGES (BASE PAY) as of March 6, 2014 (Excludes Seasonal, Temporary and Intermittent Positions)		
TITLE	**GRADE**	**ANNUALIZED SALARY RANGE**
PLANNING & COMMUNITY DEVELOPMENT		
Planning		
Director of Planning & Comm. Develop	M-3	$76,323 - $95,623
Assistant Town Planner	NR-5	$53,352 - $68,621
Director of Economic Development	M-1	$60,041- $75,231
Administrative Assistant	TS-3	$36,106 - $45,767
Community Development		
Director of Conservation	M-1	$60,041- $75,231
Administrative Specialist	TS-4	$40,443 - $51,227
Administrative Assistant	TS-3	$36,106 - $45,767
CULTURE AND LEISURE SERVICES		
Library		
Director of Public Library	M-3	$76,323 - $95,623
Assistant Director	NR-6	$55,595 - $72,638
Reference Supervisor	NR-4	$47,678 - $62,283
Children's Supervisor	NR-4	$47,678 - $62,283
Technology Specilalist/Archivist	NR-4	$47,678 - $62,283
Tech. Services Supervisor	NR-4	$47,678 - $62,283
Reference Librarian/AV Specialist	NR-3	$42,608 - $56,796
Reference Librarian/Program Specialist	NR-3	$42,608 - $56,796
Circulation Supervisor	SS-5	$44,207 - $55,984
Assistant Children's Librarian	SS-4	$40,443 - $51,227
Assistant Cataloger	SS-3	$36,106 - $45,767
Administrative Assistant	TS-3	$36,106 - $45,767
Administrative Specialist	TS-4	$40,443 - $51,227
Library Assistant PT	SS-1	$29,757- $37,673
Library Assistant FT	SS-2	$33,579 - $42,530
Reference Librarian PT	NR-2	$40,892 - $53,407
Park & Recreation		
Director of Park and Recreation	M-2	$71,521 - $89,560
Assistant Director	PT-4	$47,678 - $62,283
Recreation Supervisor	PT-2	$40,892 - $53,407
Administrative Specialist	TS-4	$40,443 - $51,227

NEEDHAM PUBLIC SCHOOLS *CLASSIFICATION*	Budgeted FY 2012 Funded FTE	Budgeted FY 2012 Salary Minimum	Budgeted FY 2012 Salary Maximum	Budgeted FY 2013 Funded FTE	Budgeted FY 2013 Salary Minimum	Budgeted FY 2013 Salary Maximum	Budgeted FY 2014 Funded FTE	Budgeted FY 2014 Salary Minimum	Budgeted FY 2014 Salary Maximum
Superintendent	1.00	186,000		1.00	187,860		1.00	191,617	
Central Administrators	4.00	120,219	137,721	4.00	130,329	142,196	4.00	134,890	147,528
High School Principal	1.00	133,110		1.00	137,768		1.00	142,865	
Middle School Principal	2.00	115,034	121,000	2.00	119,060	124,630	2.00	123,524	127,371
Elementary Principal	5.00	105,679	122,694	5.00	109,880	131,881	5.00	114,080	136,496
High School Assistant Principal	2.00	83,129	114,889	2.00	84,792	117,186	3.00	85,640	120,134
Middle School House Administrator	2.00	77,516	108,753	2.00	79,066	110,928	2.00	79,857	113,718
Elementary Assistant Principal	1.50	71,005	102,676	1.50	72,425	104,730	1.50	73,149	107,364
K-12 Directors	6.60	77,516	108,753	5.60	71,834	110,928	7.00	72,552	115,308
Director of Special Education	3.00	72,737	119,364	3.00	74,192	113,635	3.00	81,804	122,573
Special Education Coordinators	0.50	72,737	119,364	4.17	72,691	105,951	6.67	73,418	109,982
Department Chairs & Curriculum Coor	5.20	71,266	103,874	6.30	72,691	105,951	7.00	73,418	108,616
Teacher	414.29	42,888	88,912	424.86	43,746	90,691	438.06	44,621	93,520
Nurse	7.61	42,888	83,708	8.06	43,746	90,691	8.45	44,621	93,520
Instructional Assistants	106.31	$15.5637/hr	$30.9985/hr	103.67	$15.6416/hr	$31.1535/hr	103.08	$15.71976/hr	$31.30930/hr
Permanent Substitute	2.29	$14.87/hr		2.29	$14.87/hr		2.29	$14.87/hr	
Network Administrator	1.00	92,111		1.00	94,631		1.00	98,180	
Database Administrators	2.00	69,966	80,711	2.00	72,590	83,738	2.00	75,312	86,878
Computer Technicians	-	$23.0589/hr	$29.1601/hr	7.50	$23.2318/hr	$29.3788/hr	7.00	$23.6965/hr	$29.9664/hr
School Office Assistants	10.07	$14.002/hr	$18.4289/hr	11.92	$14.1070/hr	$18.5671/hr	12.36	$14.3892/hr	$18.9384/hr
Mail Carrier/Production Center	1.00	$17.2117/hr	$22.6618/hr	1.00	$17.3408/hr	$22.8317/hr	1.00	$17.6876/hr	$23.2884/hr
Secretary/ AP/ Bookkeeper	33.78	$17.2117/hr	$27.4870/hr	33.96	$18.2090/hr	$27.6932/hr	33.64	$17.6876/hr	$28.2471/hr
Director of Community Education and External Funding	0.10	98,874		0.10	100,000		0.19	103,750	
Administrative Assistants	5.00	$28.3247/hr	$40.5319/hr	5.00	$32.1099/hr	$42.0516/hr	5.00	$32.1099/hr	$42.0516/hr
Bus/Van Drivers	5.15	$14.57/hr	$21.39/hr	5.86	$14.78/hr	$22.19/hr	5.86	$15.11/hr	$16.78/hr
Bus/Van Monitors				0.71	$12.82/hr	$14.23/hr	0.71	$13.11/hr	$14.55/hr
Transportation Coordinator	-	69,500		-	72,106		-	74,810	
Human Resources Specialist				1.00	49,500		1.00	51,356	
Accounting Supervisor	1.00	62,926		1.00	59,000		0.20	62,213	
Budget Analyst/ Asst. Director Finance	1.00	58,373		1.00	71,120		1.00	71,120	
Total	624.38			648.48			665.91		

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DEBT APPENDIX A

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TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
GENERAL FUND WITHIN THE LEVY LIMIT - AUTHORIZED & ISSUED												
Title V Loans - MWPAT T5-97-1027 - R	May-97	$85,894	Dec-99	Aug-19	(see note)	$6,529.60	$6,265.04	$5,922.75	$5,662.92	$5,391.28	$5,119.64	$4,854
Stormwater - MWPAT 98-92	May-98	$364,979	Sep-01	Aug-19	(see note)	$32,889.07	$35,649.55	$34,152.24	$32,701.87	$31,149.37	$29,874.01	$28,567
Road Improvement Program	May-05	$468,400	Dec-05	Feb-15	3.48%	$10,750.00	$10,380.00					
Public Services Administration Building (Seri	Oct-08	$4,000,000	Dec-09	Aug-26	3.16%	$334,725.00	$329,925.00	$325,125.00	$319,125.00	$312,525.00	$306,225.00	$2,099,288
Road, Bridges, Sidewalks and Intersection In	May-09	$165,000	Dec-09	Aug-13	2.00%	$40,400.00						
Public Safety Building Roof	May-08	$350,000	Jun-10	Dec-14	2.20%	$72,100.00	$70,700.00					
Public Services Administration Building (Seri	Oct-08	$1,000,000	Jun-10	Dec-24	3.07%	$83,137.50	$81,937.50	$85,606.25	$84,062.50	$82,356.25	$80,487.50	$485,881
Roads, Bridges, Sidewalks & Intersection Pro	May-09	$530,000	Jun-10	Dec-13	2.31%	$131,300.00						
Public Services Administration Building (Seri	Oct-08	$125,000	Oct-10	Apr-14	2.10%	$10,200.00						
Town Hall Project (Series I)	May-09	$2,500,000	Oct-10	Apr-17	2.24%	$326,250.00	$320,250.00	$314,250.00	$307,500.00			
Roads, Bridges, Sidewalks & Intersection Pro	May-10	$500,000	Jun-11	Oct-14	2.68%	$130,000.00	$126,875.00					
Senior Center Design	Nov-10	$350,000	Jun-11	Oct-13	2.55%	$75,750.00						
Town Hall (Series III)	May-09	$385,000	Oct-11	Aug-26	2.63%	$33,281.26	$32,781.26	$32,281.26	$31,781.26	$31,281.26	$30,781.26	$223,422
Parking Lot Improvement (Marked Lee)	May-08	$100,000	Oct-11	Aug-16	2.00%	$21,400.00	$21,000.00	$20,600.00	$20,200.00			

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Kendrick Street Bridge Repair	May-10	$750,000	Oct-11	Aug-21	2.21%	$88,687.50	$87,187.50	$85,687.50	$84,187.50	$82,687.50	$81,187.50	$233,344
Public Services Administration Bldg.	Oct-08	$100,000	Oct-12	Jul-22	3.69%	$14,025.00	$13,000.00	$12,750.00	$12,450.00	$12,150.00	$11,800.00	$43,200
Property Acquisition 59 Lincoln Street & 89 S	May-12	$52,500	Oct-12	Jul-32	2.93%	$5,421.25	$4,465.00	$4,390.00	$4,300.00	$4,210.00	$4,105.00	$39,808
Roads, Bridges, Sidewalks & Intersection Pro	May-10	$306,500	Oct-12	Jul-17	2.72%	$90,222.50	$80,250.00	$73,450.00	$71,350.00	$10,150.00		
Roads, Bridges, Sidewalks & Intersection Pro	May-11	$600,000	Oct-12	Jul-17	2.82%	$138,300.00	$132,000.00	$129,000.00	$125,400.00	$121,800.00		
Fire Engine	May-11	$400,000	Oct-12	Jul-16	2.72%	$111,500.00	$107,000.00	$104,500.00	$101,500.00			
Public Services Administration Bldg.	Oct-08	$20,000	Jun-13	Nov-16	2.95%	$5,412.92	$5,375.00	$5,225.00	$5,075.00			
Senior Center (Series I)	Nov-11	$1,000,000	Jun-13	Nov-32	3.38%	$86,759.43	$85,481.26	$83,831.26	$77,256.26	$75,506.26	$73,506.26	$838,784
Property Acquisition - 59 Lincoln Street & 89	May-12	$1,005,000	Jun-13	Nov-32	3.39%	$82,098.75	$81,000.00	$79,500.00	$78,000.00	$76,250.00	$74,250.00	$867,750
Property Acquisition - 37-39 Lincoln Street	May-12	$605,000	Jun-13	Nov-32	3.39%	$51,272.92	$48,600.00	$47,700.00	$46,800.00	$45,750.00	$44,550.00	$520,650
Property Acquisition - 51 Lincoln Street	Nov-12	$950,000	Jun-13	Nov-32	3.39%	$75,654.79	$79,325.00	$77,825.00	$76,325.00	$74,575.00	$72,575.00	$802,200
Street & Traffic Light Improvements	May-08	$25,000	Jun-13	Nov-17	3.34%	$5,581.25	$5,575.00	$5,425.00	$5,275.00	$5,100.00		
Roads, Bridges, Sidewalks & Intersection Pro	May-10	$120,000	Dec-13	Jul-16	3.13%		$43,677.78	$41,800.00	$40,600.00			
Roads, Bridges, Sidewalks & Intersection Pro	May-11	$350,000	Dec-13	Jul-16	3.13%		$130,697.50	$120,175.00	$116,725.00			
Senior Center (Series II)	Nov-11	$5,050,000	Dec-13	Jul-33	3.54%		$443,451.94	$413,875.00	$406,225.00	$398,575.00	$390,925.00	$4,799,675

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Pollard School Repairs	Nov-10	$325,000	Jun-11	Oct-13	2.81%	$25,250.00						
Pollard School Roof Replacement	Nov-10	$1,000,000	Jun-11	Oct-15	2.80%	$214,000.00	$209,000.00	$203,000.00				
Pollard School Parking and Access	Mar-11	$702,200	Jun-11	Oct-14	2.68%	$182,000.00	$177,625.00					
Pollard School Roof Replacement	Nov-10	$725,000	Oct-12	Jul-22	3.67%	$103,937.50	$96,500.00	$94,625.00	$92,375.00	$90,125.00	$82,600.00	$302,400
Pollard School Boiler Replacement	May-13	$565,000	Dec-13	Jul-21	3.22%		$94,097.78	$84,350.00	$82,250.00	$80,150.00	$78,050.00	$220,500
GENERAL FUND DEBT SERVICE - WITHIN THE LEVY LIMIT						**$2,588,836**	**$2,960,072**	**$2,485,046**	**$2,227,127**	**$1,539,732**	**$1,366,036**	**$11,510,322**
GENERAL FUND DEBT EXCLUDED FROM THE LEVY LIMIT - AUTHORIZED & ISSUED												
Library Project (Series II)	May-03	$750,000	Dec-05	Feb-15	3.59%	$91,565.00	$93,420.00					
High School (Series I)	May-03	$10,000,000	Nov-06	May-26	4.01%	$823,250.00	$801,250.00	$779,250.00	$757,250.00	$735,250.00	$713,250.00	$4,068,125
Eliot School	May-00	$5,500,000	Jun-05	Jun-25	3.82%	$390,693.76	$421,593.76	$411,093.76	$399,843.76	$388,593.76	$352,343.76	$1,883,063
High Rock School - Designs	Nov-06	$480,000	Jun-08	Dec-26	3.91%	$38,156.25	$37,343.75	$36,531.25	$35,562.50	$34,562.50	$33,531.25	$231,969
High Rock & Pollard School Projects	May-07	$1,120,000	Jun-08	Dec-26	3.91%	$90,775.00	$88,825.00	$86,875.00	$84,550.00	$82,150.00	$79,675.00	$531,925
High School (Series IIA)	May-03	$9,000,000	Jun-08	Dec-24	3.89%	$766,112.50	$748,887.50	$731,662.50	$711,125.00	$689,925.00	$668,062.50	$3,548,938
High School (Series IIB)	Feb-05	$2,000,000	Jun-08	Dec-26	3.91%	$160,256.25	$156,843.75	$153,431.25	$149,362.50	$145,162.50	$140,831.25	$974,269
High Rock & Pollard School Projects (Series I	May-07	$5,000,000	Nov-08	Aug-27	4.69%	$440,800.00	$430,862.50	$420,262.50	$409,662.50	$398,731.25	$387,137.50	$2,876,338

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
High School (Series III)	Feb-05	$3,850,000	Jun-09	Jun-28	3.42%	$297,450.00	$292,950.00	$288,200.00	$283,450.00	$275,450.00	$267,450.00	$2,001,550
High Rock & Pollard School Projects (Series I	May-07	$10,500,000	Dec-09	Aug-28	3.35%	$823,937.50	$812,837.50	$801,737.50	$787,862.50	$772,600.00	$758,031.25	$6,541,825
Newman School HVAC Design and Engineerir	May-09	$225,000	Jun-10	Dec-14	2.20%	$46,350.00	$45,450.00					
Newman School Extraordinary Repairs (Serie	Nov-09	$1,000,000	Jun-10	Dec-19	2.62%	$116,500.00	$114,500.00	$112,375.00	$110,000.00	$107,375.00	$104,500.00	$101,500
Newman School Extraordinary Repairs (Serie	Nov-09	$675,000	Oct-10	Apr-14	2.07%	$51,000.00						
Newman School Extraordinary Repairs (Serie	Nov-09	$5,000,000	Jun-11	Oct-28	3.35%	$417,700.00	$410,700.00	$402,300.00	$395,300.00	$389,700.00	$383,750.00	$3,238,300
Broadmeadow School (refunding bond)	May-00	$8,400,000	Jun-12	Nov-23	3.00%	$939,450.00	$914,325.00	$886,300.00	$857,150.00	$828,300.00	$801,325.00	$3,541,950
Library Project (refunding bond)	May-03	$6,510,000	Jun-12	Dec-19	3.00%	$996,481.25	$964,025.00	$933,750.00	$902,000.00	$870,550.00	$830,475.00	$796,775
Newman School Extraordinary Repairs (Serie	Nov-09	$9,000,000	Oct-12	Jul-32	2.82%	$777,285.00	$700,660.00	$689,360.00	$675,800.00	$662,240.00	$646,420.00	$7,448,780
Newman School Extraordinary Repairs (Serie	Nov-09	$2,200,000	Jun-13	Nov-32	3.39%	$169,542.08	$178,200.00	$174,900.00	$171,600.00	$167,750.00	$163,350.00	$1,909,050
EXCLUDED DEBT						**$7,437,305**	**$7,212,674**	**$6,908,029**	**$6,730,519**	**$6,548,340**	**$6,330,133**	**$39,694,355**
CPA FUND DEBT - AUTHORIZED & ISSUED												
Town Hall (Series II)	May-09	$3,500,000	Jun-11	Oct-28	3.36%	$291,612.50	$286,737.50	$280,887.50	$276,012.50	$272,112.50	$267,968.75	$2,279,888
Town Hall (Series III)	May-09	$1,225,000	Oct-11	Aug-26	2.63%	$106,500.00	$104,900.00	$103,300.00	$101,700.00	$100,100.00	$98,500.00	$714,950
Town Hall (Series IV)	May-09	$970,000	Oct-12	Jul-30	2.80%	$89,793.75	$81,625.00	$80,250.00	$78,600.00	$76,950.00	$75,025.00	$735,388

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
CPA DEBT						**$487,906**	**$473,263**	**$464,438**	**$456,313**	**$449,163**	**$441,494**	**$3,730,225**
RTS FUND DEBT FEE SUPPORTED - AUTHORIZED & ISSUED												
Construction Equipment	May-09	$165,000	Oct-10	Apr-14	2.29%	$40,800.00						
Soil Remediation	Nov-12	$140,000	Jun-13	Nov-17	3.31%	$33,192.92	$33,100.00	$32,200.00	$26,375.00	$25,500.00		
RTS DEBT SERVICE						**$73,993**	**$33,100**	**$32,200**	**$26,375**	**$25,500**		
SEWER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED												
MWPAT 95-01 - (Restructructured)	May-91	$310,656	Aug-01	Feb-15	(see note)	$32,060.89	$32,021.36					
Sewer - West Street Force Main	May-98	$881,800	Jun-99	Jun-19	4.83%	$67,700.00	$70,250.00	$72,500.00	$69,500.00	$71,500.00	$68,250.00	
Sewer - West Street Pump Station	May-98	$1,939,000	Jun-99	Jun-19	4.83%	$153,885.00	$153,250.00	$152,250.00	$156,000.00	$154,250.00	$152,250.00	
Sewer - MWPAT 97-13 (Restructured)	Oct-96	$67,700	Nov-04	Aug-18	(see note)	$6,508.77	$6,536.80	$6,451.53	$6,288.05	$6,106.89	$6,150.00	
Sewer - MWPAT 97-33 (Restructured)	Oct-96	$180,300	Nov-04	Aug-18	(see note)	$17,426.84	$17,374.13	$17,019.98	$16,720.92	$16,208.29	$16,195.00	
MWPAT 97-63 (Restructured 2)	May-97	$1,019,778	Nov-04	Aug-18	(see note)	$98,416.74	$98,250.26	$96,382.43	$94,916.69	$91,683.46	$91,840.00	
Sewer - MWPAT 98-10 (Restructured)	May-97	$130,200	Nov-04	Aug-18	(see note)	$12,594.41	$12,566.64	$12,320.71	$12,114.16	$11,683.18	$11,685.00	
Sewer System Rehab - I/I Work	May-03	$425,000	Jun-05	Jun-14	3.14%	$41,400.00						
Sewer Pump Station - Great Plain Ave.	May-05	$484,550	Dec-05	Feb-15	3.59%	$58,935.00	$51,900.00					

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
Sewer Rehabilitation - Rte 128 Area	Nov-05	$2,000,000	Jun-07	Nov-22	4.35%	$138,387.50	$134,012.50	$129,262.50	$124,262.50	$119,737.50	$115,637.50	$350,644
Sewer Pump Station - Great Plain Ave.	May-05	$500,000	Jun-09	Jun-19	3.17%	$59,500.00	$58,375.00	$57,187.50	$56,000.00	$54,000.00	$52,000.00	
Sewer System Rehabilitation I/I	May-07	$725,000	Jun-10	Jun-14	2.35%	$148,262.50						
Sewer Rehabilitation - Rte 128 Area	Nov-05	$320,000	Dec-09	Aug-28	3.39%	$27,962.50	$22,612.50	$22,312.50	$21,937.50	$21,525.00	$21,131.25	$198,575
Sewer Pump Station - Great Plain Ave.	May-08	$550,000	Dec-09	Aug-28	3.36%	$44,000.00	$43,400.00	$42,800.00	$42,050.00	$41,225.00	$40,437.50	$336,100
Sewer Pump Station Richardson Dr (MWRA)	Nov-02	$215,710	Feb-10	Feb-15		$43,142.00	$43,142.00					
Sewer System Rehabilitation I/I (MWRA)	May-07	$283,305	May-10	May-15		$56,661.00	$56,661.00					
Sewer Rehabilitation - Rte 128 Area	Nov-05	$145,000	Jun-10	Dec-19	2.59%	$17,325.00	$17,025.00	$16,706.25	$16,350.00	$15,956.25	$15,525.00	$10,150
Sewer Pump Station Richardson Drive	Nov-02	$200,000	Oct-10	Apr-16	2.00%	$15,937.50	$15,637.50	$15,337.50				
Sewer System Rehabilitation I/I (MWRA)	May-07	$57,613	Nov-10	Nov-15		$11,522.50	$11,522.50	$11,522.50				
Sewer System Rehabilitation I/I (MWRA)	May-07	$220,990	Feb-12	Feb-17		$44,198.00	$44,198.00	$44,198.00	$44,198.00			
Sewer Pump Station Reservior B - Design	May-09	$90,000	Oct-12	Jul-17	2.79%	$22,675.00	$21,700.00	$21,200.00	$15,675.00	$15,225.00		
Sewer Pump Station Reservior B	Nov-11	$6,034,290	Dec-12	Jul-30	2.00%	$376,799.32	$371,714.19	$371,656.44	$371,597.43	$371,537.15	$371,475.58	$5,193,397
SEWER DEBT SERVICE						**$1,495,300**	**$1,282,149**	**$1,089,108**	**$1,047,610**	**$990,638**	**$962,577**	**$6,088,866**

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
WATER FUND DEBT SERVICE FEE SUPPORTED - AUTHORIZED & ISSUED												
Water Treatment Facility	May-96	$2,665,000	Jun-99	Jun-19	4.83%	$208,095.00	$210,500.00	$212,250.00	$208,500.00	$209,500.00	$210,000.00	
Water Treatment Facility	Nov-97	$3,090,000	Jun-99	Jun-19	4.83%	$247,065.00	$243,000.00	$243,500.00	$243,500.00	$248,000.00	$246,750.00	
Water System Rehab - Warren Street Area	May-05	$413,500	Dec-05	Feb-15	3.60%	$53,750.00	$51,900.00					
Water System Rehabilitation - Rte 128 Area	May-06	$1,500,000	Jun-07	Nov-22	4.32%	$144,662.50	$140,287.50	$135,537.50	$130,537.50	$126,012.50	$121,912.50	$516,356
Water System Rehabilitation - Rte 128 Area	May-06	$212,000	Jun-09	Jun-19	3.16%	$22,777.50	$23,350.00	$22,875.00	$22,400.00	$21,600.00	$20,800.00	
Water Storage Tank Rehabilitation	May-08	$655,000	Jun-09	Jun-19	3.16%	$78,372.50	$75,887.50	$74,343.76	$72,800.00	$70,200.00	$67,600.00	
Water Service Connections	May-06	$55,000	Dec-09	Aug-19	2.51%	$5,812.50	$5,712.50	$5,612.50	$5,487.50	$5,350.00	$5,218.75	$5,075
Water System Rehabilitation - Rte 128 Area	May-06	$100,000	Dec-09	Aug-28	3.41%	$7,637.50	$7,537.50	$7,437.50	$7,312.50	$7,175.00	$7,043.75	$66,325
Water System Rehabilitation - Rte 128 Area	May-06	$165,000	Jun-10	Dec-14	2.22%	$30,900.00	$30,300.00					
Water Main Improvements	May-08	$185,000	Jun-10	Dec-14	2.20%	$36,050.00	$35,350.00					
Water Distribution System Rehab (Chapel & I	May-09	$400,000	Jun-10	Dec-24	3.02%	$38,462.50	$37,862.50	$32,281.25	$31,687.50	$31,031.25	$30,312.50	$165,344
Water Distribution System Rehab (Chapel & I	May-09	$300,000	Oct-10	Apr-15	1.85%	$20,800.00	$20,400.00					
MWPAT Water DWS-08-24 (amended 06/06/	May-08	$765,335	Jun-12	Jul-30	2.00%	$49,516.21	$49,461.22	$49,405.29	$49,347.11	$49,289.34	$49,229.64	$585,639
WATER DEBT SERVICE						**$943,901**	**$931,549**	**$783,243**	**$771,572**	**$768,158**	**$758,867**	**$1,338,739**

Town of Needham - Debt Service Appendix A

TOWN OF NEEDHAM DEBT SERVICE - SCHEDULE OF AUTHORIZED & ISSUED

Project	T.M. Vote	Amount Issued	Bond Issued	Final Maturity	Average Rate	Debt Service 2014	Debt Service 2015	Debt Service 2016	Debt Service 2017	Debt Service 2018	Debt Service 2019	After 2019
TOTAL						**$13,027,242**	**$12,892,806**	**$11,762,063**	**$11,259,516**	**$10,321,530**	**$9,859,106**	**$62,362,507**

Note: Massachusetts Water Pollution Abatement Trust (MWPAT) loans include many communities and multiple loans and are frequently restructured by the Trust. The program provides grants and other financial assistance which in effect results in low or no interest rate loan.

DEBT
APPENDIX
B

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Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article		Open or Requested Authorization
Open General Fund Projects				
Property Acquisition 66 - 70 Chestnut Street	Nov-13	22	$1,458,000	$1,458,000
Pollard School Boiler Replacement	May-13	40	$800,000	$235,000
Public Works Infrastructure Program	May-13	41	$600,000	$600,000
DPW Garage Bays	May-13	42	$1,100,000	$1,100,000
Property Acquisition 51 Lincoln Street	Nov-12	17	$1,100,000	$150,000
Property Acquisition 37-39 Lincoln Street	May-12	31	$630,000	$25,000
Property Acquisition 59 Lincoln Street & 89 School Street	May-12	8	$1,175,000	$117,500
Public Works Infrastructure Program	May-12	33	$600,000	$400,000
Senior Center Construction	Nov-11	14	$8,051,808	$1,434,308
Public Works Infrastructure Program	May-11	39	$1,100,000	$150,000
Road, Bridges, Sidewalks and Intersection Improvement	May-10	36	$1,236,300	$129,800
Newman School HVAC Project	Nov-09	14	$26,962,128	$456,447
Town Hall Project	May-09	35	$4,100,000	$465,000
Stormwater Master Plan Drainage	May-09	49	$200,000	$157,000
Public Services Administration Bldg	Oct-08	5	$5,725,000	$49,000
Rosemary Pool Complex - Design	May-00	63	$100,000	$42,500
TOTAL				$6,969,555
Proposed General Fund Projects for the 2014 ATM				
Public Works Infrastructure Program	Pending			$800,000
Central Avenue/Elliot Street Bridge	Pending			$900,000
TOTAL				$1,700,000

Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article		Open or Requested Authorization
Open CPA Fund Projects				
Town Hall Project	May-09	35	$7,200,000	$1,210,000
TOTAL				$1,210,000
Proposed CPA Fund Projects for the 2014 ATM				
TOTAL				$0
Open RTS Enterprise Fund Projects				
RTS Waste Handler	May-13	44	$324,400	$324,400
Recycling Transfer Station Soil Remediation	Nov-12	16	$400,000	$218,000
RTS Forklift	May-11	42	$86,000	$12,000
RTS Semi-Tractor	May-11	43	$152,000	$152,000
TOTAL				$706,400
Proposed RTS Enterprise Fund Projects for the 2014 ATM				
TOTAL				$0

Town of Needham - Debt - Appendix B

Open and Authorized Projects and Proposed Projects Financed by Debt

Project	T M Vote	Article		Open or Requested Authorization
Open Sewer Enterprise Fund Projects				
Sewer Pump Station Reservoir B	Nov-11	15	$6,300,000	$265,710
Sewer Pump Station Design Reservoir B	May-09	55	$577,500	$50,497
Sewer Pump Station Great Plain Ave	May-08	45	$770,000	$18,000
Sewer System Rehabilitation I/I Work	May-07	45	$1,806,800	$338,092
TOTAL				$672,299
Proposed Sewer Enterprise Fund Projects for the 2014 ATM				
TOTAL				$0
Open Water Enterprise Fund Projects				
St. Mary's Pump Station	May-13	47	$5,565,100	$5,565,100
Water Main Improvements	May-08	47	$1,900,000	$600,294
Water System Improvements - Warren Street	May-05	54	$913,500	$30,000
TOTAL				$6,195,394
Proposed Water Enterprise Fund Projects for the 2014 ATM				
TOTAL				$0

SPECIAL TOWN MEETING

WARRANT

TOWN OF NEEDHAM

MONDAY, MAY 12, 2014

7:30 P.M.

JAMES HUGH POWERS HALL, NEEDHAM TOWN HALL

1471 HIGHLAND AVENUE **NEEDHAM**

Additional information on particular warrant articles will be made available form time to time at www.needhamma.gov/townmeeting during the weeks leading up to the Special Town Meeting.

COMMONWEALTH OF MASSACHUSETTS

Norfolk, ss.

To either of the Constables in the Town of Needham in said County, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Needham qualified to vote in elections and in Town affairs to meet at the Town Hall:

MONDAY, THE TWELVETH DAY OF MAY, 2014

at seven-thirty in the afternoon, then and there to act upon the following articles, viz:

ARTICLE 1: AMEND THE FY2014 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting and amended under Article 3 of the November 4, 2013 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$10,091,409	To be determined
4	Retiree Insurance & Liability Fund	$5,035,139	To be determined

Or take any other action relative thereto.

INSERTED BY: Finance Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: This article is to amend the Town's operating budget for FY2014. Most often such amendments involve moving funds from one or more appropriation lines to other appropriation lines. In other cases, additional funds become available to address specific budget circumstances that require a Town Meeting appropriation. This article would transfer funds from the Group Health Insurance & Benefits line to the Retiree Insurance & Liability Fund, also known as OPEB. At the time of the printing of the Warrant, the specific amount proposed for transfer was not known. The amount and recommendation will be presented at Town Meeting.

ARTICLE 2: AMEND ZONING BY-LAW: LARGE-SCALE GROUND-MOUNTED SOLAR PHOTVOLTAIC INSTALLATION OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.3, Site Plan Review, paragraph (b)1)V, by adding the words " if applicable," in the

second sentence between the words "line," and "power" so that the sentence now reads as follows: (new language underlined):
"The site plan shall include containment fencing line, if applicable, power lines and poles, and site access routes."

(b) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.8, Design Standards, paragraph (e) Fencing, by deleting the sentence and replacing it with the following sentence:
"In the discretion of the Planning Board, a security fence may be installed along or proximate to the perimeter of the system and any such fencing installed shall be maintained for the lifetime of the system."

Or take any other action relative thereto.

INSERTED BY: PLANNING BOARD
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Explanation: Currently the Zoning By-Law requires perimeter fencing around large scale ground-mounted solar photovoltaic installations. Because the location of such installations may vary and because an issue has arisen about the advisability of such fencing at the Transfer Station, the proposed amendment allows the Planning Board discretion in requiring such fencing or not.

ARTICLE 3: AMEND COMMUNITY PRESERVATION FUND RESERVES

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Community Preservation Fund Reserve appropriations adopted under Article 37 of the May 2013 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
B	Community Preservation Fund Annual Reserve	$915,200	$857,000
C	Community Housing Reserve	$240,900	$270,000
E	Open Space Reserve	$240,900	$270,000

Or take any other action relative thereto.

INSERTED BY: Community Preservation Committee
FINANCE COMMITTEE RECOMMENDS THAT: Recommendation to be Made at Town Meeting

Article Information: The Town received a larger than projected 2014 Community Preservation Fund match from the Commonwealth in the amount of $886,498 for FY2014. This request is to transfer funds from the Community Preservation Fund Annual Reserve to the Community Housing Reserve and Open Space Reserve to ensure that the Town has met its statutorily required allocations to reserves. The annual CPA debt service for the Town Hall is more than the ten percent minimum allocation for Historic Resources, so no funds need to be transferred to that reserve.

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least fourteen (14) days before said meeting.

Hereof fail not and make due return of this warrant with your doings thereon unto our Town Clerk on or after said day and hour.

Given into our hands at Needham aforesaid this 9th day of April 2014.

JOHN A. BUILIAN, ***Chairman***
MAURICE P. HANDEL, ***Vice Chairman***
MATTHEW D. BORRELLI, ***Clerk***
MARIANNE B. COOLEY
DANIEL P. MATTHEWS

Selectmen of Needham

A TRUE COPY
Attest:
Constable:

Town Clerk's Office
Needham, MA 02492

First Class Mail
U.S. Postage Paid
Needham, MA
Permit No. 58224

ATTN: SPECIAL TOWN MEETING WARRANT

FISCAL YEAR 2014
(July 1, 2013 – June 30, 2014)

TOWN CLERK'S RECORDS

OF THE

SPECIAL TOWN MEETING
Monday, November 4, 2013

ANNUAL TOWN ELECTION
Tuesday, April 8, 2014

ANNUAL TOWN MEETING
Monday, May 5, 2014

SPECIAL TOWN MEETING
Monday, May 12, 2014

FISCAL YEAR 2014
(July 1, 2013 – June 30, 2014)

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Monday, May 12, 2014

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RECORD OF SPECIAL TOWN MEETING
Monday, November 4, 2013

Pursuant to a Warrant issued by the Selectmen September 17, 201 - 1 -3 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Great Hall at the Needham Town Hall, Monday, November 4, 2013, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 220 voters, including 209 Town Meeting Members, were checked on the list as being present.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock.

At this time as is our custom, the Moderator asked Town Meeting Members to join the First Graders from Hillside School and their teacher, Ms. Hallie Daoust, Former teacher and Town Meeting Member Marjorie Margolis, and assistant Janine Evert in honoring our country by saluting the flag and reciting the pledge of allegiance. First grade student Evan Feldman accompanied the class as they sang Your A Grand Old Flag. .

The Moderator announced that long time Town Meeting Member, Barbra Popper, recently passed away. He asked for a moment of silence.

The following arrangements of the hall were noted by the Moderator:

1. Town Meeting members may only sit in the first 12 rows as indicated by the Marshals and as signified by the pylons. There are two portable microphones which must be used for comments from the floor.

2. The microphones tonight are being provided to you by McKenzie Wade from Needham High School.

3. Speakers are encouraged to speak from their seat which is in the interest of saving travel time, is encouraged. A speaker may so choose to speak from the front of the hall.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator announced the following ground rules and these were adopted unanimously:

1. A speaker will be ruled out of order who refers to personalities or in the judgment of the Moderator, exceeds the bonds of civility. Let us remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

2. Please rise to be recognized and address the Moderator as Chair. When a member is recognized by the Chair, please state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise your hand high to inform the Chair so that appropriate accommodation may be made.

3. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.

4. Any one entering or exiting the Hall while we are in session must use care not to disrupt the session, in particular, must not allow the doors to slam.

5. No eating, drinking or smoking is permitted in the hall.

6. No firearms or weapons are permitted in the hall.

7. No hats may be worn except by uniform personnel or for medical reasons.

8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

9. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

10. Short motions to amend and procedural motions need not be in writing.

11. Parliamentary motions known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

12. Limits on debate shall be enforced by the Moderator.

13. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

14. As stated in the Moderator's memorandum to Town Meeting Members in connection with our Annual Town Meeting, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

15. Rules concerning budget articles. In keeping with our tradition, I seek your unanimous consent for a rule of procedure and debate for discussion under the budget articles that will be before this Special Town Meeting, specifically Article 3, the FY 2014 Operating Budget, as well as Articles 4 and 5. That rule would provide that a motion to amend under these articles which adds funds to a particular line item will not be in order unless the movant identifies another line item or items that will be reduced in order to fund the proposed increase.

16. Chapter 39: Section 17. Powers of moderator; preservation of order Section 17. No person shall address a town meeting without leave of the moderator, and all persons shall, at the request of the moderator, be silent. If a person, after warning from the moderator, persists in disorderly behavior, the moderator may order him to withdraw from the meeting, and, if he does not withdraw, may order a constable or any other person to remove him and confine him in some convenient place until the meeting is adjourned.

17. Unanimous consent was given to adopt the following limits of debate:

15 Minutes in total - Committee Chairpersons, Proponents, Attorneys representing proponents; subject to extension by the Moderator.

5 Minutes in total - Town Meeting Members, non-Town Meeting Members, visitors other than attorneys.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of The Town Meeting is required by statute; a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

The Moderator announced that the proponents no longer have an interest in Articles 18 and requested unanimous consent to withdraw this article. Town Meeting Members indicated that there were no objections to the withdrawal of this article and it was voted unanimously to withdraw Article 18.

The Moderator announced that Articles 15 is subject to motions to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

. The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 1. No Town Meeting Members responded with "question" or "debate" to Articles 4, 5, 8, 9, 19, 21, and 23. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 4: AMEND THE FY2014 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Sewer Enterprise Fund Budget adopted under Article 11 of the May 2013 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
201D	MWRA Assessment	$5,403,053	$5,423,810

and to meet this appropriation that $20,757 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: The final MWRA Sewer Assessment slightly higher than the preliminary estimate provided to the Town prior to the 2013 Annual Town Meeting. The additional $20,757 is proposed for transfer from retained earnings.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2014 Sewer Enterprise Fund Budget adopted under Article 11 of the May 2013 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
201D	MWRA Assessment	$5,403,053	$5,423,810

and to meet this appropriation that $20,757 be transferred from Sewer Enterprise Fund Retained Earnings.

ACTION: so voted by unanimous consent.

ARTICLE 5: AMEND THE FY2014 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Water Enterprise Fund Budget adopted under Article 12 of the May 2013 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
301D	MWRA Assessment	$1,273,404	$1,271,018

or take any other action relative thereto.

Article Information: The final MWRA Water Assessment was slightly lower than the preliminary estimate provided to the Town prior to the 2013 Annual Town Meeting. No further appropriation is necessary as the budget is being reduced.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2014 Water Enterprise Fund Budget adopted under Article 12 of the May 2013 Annual Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
301D	MWRA Assessment	$1,273,404	$1,271,018.

ACTION: So voted by unanimous consent.

ARTICLE 8: APPROPRIATE FOR SOLAR FACILITY DEVELOPMENT EXPENSES

To see if the Town will vote to raise and/or transfer and appropriate the sum of $15,000 for development expenses related to the siting of solar facilities within the Town, including costs and expenses relating to contract negotiation, independent electrical inspection, and certain owner engineer and consultant related costs, to be spent under the direction of the Town Manager, and to meet this appropriation that $11,498 be transferred from Article 62 of the 2000 Annual Town Meeting, and that $3,502 be transferred from Article 45 of the 2003 Annual Town Meeting; or take any other action relative thereto.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $15,000 for development expenses related to the siting of solar facilities within the Town, including costs and expenses relating to contract negotiation, independent electrical inspection, and certain owner engineer and consultant related costs, to be spent under the direction of the Town Manager, and to meet this appropriation that $11,498 be transferred from Article 62 of the 2000 Annual Town Meeting, and that $3,502 be transferred from Article 45 of the 2003 Annual Town Meeting.

ACTION: So voted by unanimous consent.

ARTICLE 9: AMEND GENERAL BY-LAW TYPE AND LENGTH OF CONTRACTS & LEASES/SOLAR FACILITIES

To see if the Town will vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the section the following:

"Lease of Public Lands and/or buildings for the installation of solar photovoltaic facilities for electric generation . . . . 30 [YEARS]

Purchase of power (or net metering credits) from solar photovoltaic facilities installed on land leased or licensed from the Town. . . . 20 [YEARS]"

or take any other action relative thereto.

Article Information: In order to implement the proposed large-scale ground-mounted solar photovoltaic installation, a long-term lease to a private developer is required. The private developer would be responsible for the design, construction and operation of the solar installation at the capped landfill and other ground mounted locations or rooftop locations at the Recycling and Transfer Station (RTS). The income from the lease and the savings in electricity costs would benefit the Town, and the developer requires the longer-term lease to justify its investment.

MOVED: That the Town vote to amend Section 2.1.3 of the General By-laws by inserting at the end of the section the following:

"Lease of Public Lands and/or buildings for the installation of solar photovoltaic facilities for electric generation . . . . 30 [YEARS]

Purchase of power (or net metering credits) from solar photovoltaic facilities installed on land leased or licensed from the Town. . . . 20 [YEARS]".

ACTION: So voted by unanimous consent.

ARTICLE 19: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Pollard School Roof Repair	2010 STM (N)	10	$3,500,000	$410,369
Booth Street	2011 ATM	41	$125,000	$22,000
Ridge Hill Repairs	2005 ATM	31	$126,875	$104,600
Total				

or take any other action relative thereto.

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

MOVED: That the Town vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Pollard School Roof Repair	2010 STM (N)	10	$3,500,000	$410,369
Booth Street	2011 ATM	41	$125,000	$22,000
Ridge Hill Repairs	2005 ATM	31	$126,875	$104,600
Total				

ACTION: So voted by unanimous consent.

ARTICLE 21: APPROPRIATE FOR DPW GARAGE VEHICLE SERVICE LIFT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $110,000 for a DPW Garage vehicle service lift, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from Free Cash; or take any other action relative thereto.

Article Information: The DPW Garage vehicle service lift is not currently functional. The lift consists of two hydraulic posts that are housed under the garage floor, and one of the posts is not operational. Since the other post is of the same age, it is assumed that the useful life of the lift system is not worth the cost of repair. This article would fund a platform lift that will be bolted to the garage floor. The lift is an important component of the repair and preventive maintenance efforts for DPW rolling stock. The platform-type lift will also be a safer alternative for the garage staff.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $110,000 for a DPW Garage vehicle service lift, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum to be transferred from Free Cash.

ACTION: So voted by unanimous consent.

ARTICLE 23: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $566,530 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: The 2012 Annual Town Meeting authorized the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio, which were renovated as part of a public/private partnership at a cost of more than $7 million. This appropriation will bring the Fund to the target level identified for FY2014 ($900,000).

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $566,530 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, and to meet this appropriation that said sum be transferred from Free Cash.

ACTION: So voted by unanimous consent.

At this time the Moderator proceeded with the remaining articles in the Warrant.

ARTICLE 1: APPROPRIATE FOR MODULAR CLASSROOMS AT MITCHELL SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $2,729,276 for engineering, design, construction, and associated improvements for modular classrooms at the Mitchell School, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

Article Information: Mitchell School is the oldest elementary school in Needham. Constructed in 1950, the building has undergone several additions over the past 50 years, but is in need of significant renovation and/or reconstruction to address the current overcrowded conditions, rectify building deficiencies, and modernize the learning environment. A Statement of Interest has been filed with the Massachusetts School Building Authority (MSBA) to begin a construction process at this school. However, since the Hillside School has been selected as the first priority for renovation, it could be eight or more years before a Mitchell renovation project could be completed. This article requests funds to address the immediate need for additional classroom space at the school by installing four modular classrooms on site for the 2014/2015 school year. The free standing classrooms (including toilets) would be located on the west side of the school facing Brookline Street.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $2,729,276 for engineering, design, construction, and associated improvements for modular classrooms at the Mitchell School, to be spent under the direction of the Permanent Public Building Committee/Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

Marianne B. Cooley, Selectman, addressed this proposal on behalf of the Board of Selectmen indicating that the Board of Selectmen supports this article.

Dr. Joseph P. Barnes, Jr., Chairman, addressed this proposal on behalf of the School Committee. He explained that the Mitchell School is the oldest elementary school in Needham and does not have enough space for the number of students. This proposal will provide funding for four modular classrooms to alleviate some of the overcrowding for the Fiscal Year 2014/2015 school years. He noted that the School Committee supports this article.

Mr. John P. Connelly, member, addressed this proposal on behalf of the Finance Committee. He stated that the Finance Committee voted unanimously to support this appropriation of $2,729,276 for engineering, design, construction, and associated improvements for modular classrooms at the Mitchell School.

Carol I. Urwitz expressed concern that each of the four modular classrooms would cost approximately $700,000. She questioned if this includes maintenance. Dr. Barnes indicated that the appropriation does not include maintenance but does include removal of ledge.

In response to an inquiry from Catherine E. Kurkjian regarding this appropriation and the concern that we are still housing Hillside students at Mitchell. The Moderator noted that the question falls outside the four corners of the article and is not appropriate.

In response to an inquiry from R. Cynthia Landau, Dr. Barnes advised that the town will purchase the modular classrooms outright and thus have a useful life of possibly 9 or more years.

Mr. Robert Y. Larsen urged his colleagues to support these articles.

ACTION: The main motion was presented and so voted by unanimous vote.

ARTICLE 2: APPROPRIATE FOR FEASIBILITY STUDY / HILLSIDE SCHOOL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $650,000 for feasibility, design and engineering services related to the renovation and/or reconstruction of the Hillside School located at 28 Glen Gary Road and shown as Lot 01 on the Needham Assessors Map numbered 102, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation that $650,000 be transferred from Free Cash; that the Town acknowledges that the Massachusetts School Building Authority's ("MSBA") grant program is a non-entitlement, discretionary program based on need, as determined by the

MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town; or take any other action relative thereto.

Article Information: Constructed in 1960, the Hillside Elementary School has undergone both addition and renovation (with modular classrooms) over the past 40 years, but is in need of renovation or replacement to address building deficiencies and modernize the learning environment. The Needham Public Schools has filed a Statement of Interest with the Massachusetts School Building Authority (MSBA), which is the first step in the process of requesting state reimbursement for a construction project. This article requests funds to begin a feasibility study of the project, in the event that Needham receives an invitation from MSBA to begin the capital planning process. By appropriating these funds in November (in advance of MSBA approval), Needham could proceed immediately to feasibility upon selection, instead of waiting until the Annual Town Meeting in May to begin this process. The early start would provide additional planning time and greater flexibility within the proposed schedule that will be helpful in addressing Hillside School site issues and other complicating factors. Under the proposed schedule, a new Hillside School would open in September, 2019. Appropriation of these funds in no way guarantees that MSBA will approve the project. Additionally, these project funds would not be spent unless Needham receives an invitation from MSBA to conduct the feasibility study.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $650,000 for feasibility, design and engineering services related to the renovation and/or reconstruction of the Hillside School located at 28 Glen Gary Road and shown as Lot 01 on the Needham Assessors Map numbered 102, to be spent under the direction of the Town Manager/Permanent Public Building Committee, and to meet this appropriation that $650,000 be transferred from Free Cash; that the Town acknowledges that the Massachusetts School Building Authority's ("MSBA") grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town.

Mr. Daniel P. Matthews, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that not all issues regarding this article have been resolved, but it is important to go forward. Adherence to the timeline is important. The Hillside School renovation project will go first with Mitchell School to follow. The Board of Selectmen unanimously support this article.

Dr. Joseph P. Barnes, Jr., Chairman, addressed this proposal on behalf of the School Committee. He stated that the Hillside School is in need of total renovation. The school was built to house approximately 260 students and currently had 420 students. This article seeks to fund an in-depth feasibility study and any attempt to amend this article could jeopardize the relationship with the MSBA (Massachusetts School Building Authority).

Mr. John P. Connelly, member, stated that the Finance Committee voted five to one to support this article. This school is over fifty years old. This is the first step and the feasibility study is required by the MSBA. The Finance Committee recommends adoption of this article.

Deborah S. Winnick indicated her support of this article but expressed concern with some the conversation. She asked that the town leaders look at every site.

Jodi Rooney, Precinct B resident, addressed this proposal on behalf of many Needham parents. She asked that Town Meeting approve and support the funding that will allow Needham to begin this feasibility study phase.

Michael S. Miller also rose in support of this article. He noted that open spaces need to be preserved.

In response to an inquiry from Paul S. Alpert, Mr Daniel P. Matthews, Chairman, Board of Selectmen indicated that the Town is cautiously optimistic that the MSBA will invite us to go forward.

Mr. Matthews also responded to an inquiry from Mr .Paul S. Siegenthaler who questioned if this appropriation can be spent in the absent of MSBA support. He noted that he could not answer a question that was beyond the board's control.

Mr. Matthews advised Jeanne S. McKnight that the feasibility study which will be conducted by our town facilities, will also deal with the environmental issues and soil testing. He noted that Cricket Field was one of three sites discussed earlier. The previous sites were taken off the table. However, we need to move forward on this project. The Park and Recreation Commission has voted on this and the Board of Selectmen concurs with that vote.

Mr. John P. Connelly, member, stated that the Finance Committee believes many questions will be answered regarding building renovations or new construction.

After a brief discussion, Mr. Artie R. Crocker offered a motion to move the previous questions. The motion was presented and carried on a voice vote by the required two-thirds vote.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 3: AMEND THE FY2014 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
4	Retiree Insurance & Insurance Liability Fund	$4,727,462	$5,035,139
6	Debt Service	$12,108,851	$12,197,287
10	Reserve Fund	$1,373,243	$1,448,243

And further, that the appropriation be partially funded by a transfer from amounts reserved for debt exclusion offsets in the amount of $83,803, and from Free Cash in the amount of $382,677; or take any other action relative thereto.

Article Information: This article is to amend the Town's operating budget for FY2014. A total of $4,633 of new revenue and $466,480 of other available funds has been identified for appropriation under this article. The other available revenue

consists of $83,803 of debt exclusion offsets and $382,677 of Free Cash.

The Retiree Insurance and Insurance Liability Fund under which the Town funds its other post-employment benefit liabilities (OPEB) is being increased by $307,677 to further reduce the liability by making an additional contribution to the fund. The proposed appropriation is equal to the amount of Free Cash that was identified for use at this Special Town Meeting for several options, such as appropriating to the capital facility fund, the capital improvement fund, and/or the OPEB fund. It was deemed prudent to direct the funds to the OPEB liability.

The $88,436 increase to the Debt Service budget line is to appropriate monies that are to be used to pay down excluded debt. The application of these monies reduces the amount of excluded debt that is actually added to the tax bills. $83,803 reflects premiums which were received by the Town on the sale of bonds that settled prior to June 30, 2013 and reserved for use in this fiscal year, and the additional $4,633 reflects the premium that was received on the bonds which settled in July 2013.

The Reserve Fund change request is one which often occurs in the fall when new revenues are identified. No new revenue has been identified for this purpose. However, the Finance Committee approved a $75,000 reserve fund transfer earlier in the year to provide for a deposit to secure the purchase of property, which is to be considered by this Town Meeting under Article 22. The appropriation of $75,000 would effectively restore the funds to the Reserve Fund and hence be available to address issues that may arise during the fiscal year.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
4	Retiree Insurance & Insurance Liability Fund	$4,727,462	$5,035,139
6	Debt Service	$12,108,851	$12,197,287
10	Reserve Fund	$1,373,243	$1,448,243

And further, that the appropriation be partially funded by a transfer from amounts reserved for debt exclusion offsets in the amount of $83,803, and from Free Cash in the amount of $382,677.

Mr. Richard J. Lunetta, Chairman, addressed this proposal and recommended adoption on behalf of the Finance Committee. He explained that the free cash is revenue that the Commonwealth turns back to the town.

In response to an inquiry from Mr. Paul F. Denver questioning why the amount of free cash is so large, Mr. Lunetta explained that it was a matter of timing and that the State hadn't certified the free cash last May in time for the Annual Town Meeting.

Unanimous consent was given to allow Kate Fitzpatrick, Town Manager and non-resident, to address Town Meeting. Kate explained that there are three components that make up this free cash – the timing issue, several one-time revenues, and a one time State Aid payment. She noted that next Falls certification would be used for Fiscal Year 2016.

Mr. Ronald W. Ruth stated that in previous years it was prudent to add part of the free cash to the Stabilization Fund and questioned why only 9% was invested in short-term savings and none into long-term savings. Mr Lunetta indicated that it made more sense to pay down these expenses.

The Moderator questioned the current state of the Stabilization Fund. Mr. Daniel P. Matthews, Chairman, Board of Selectmen, indicated that capital projects were delayed since last May. Kate Fitzpatrick, Town Manager, stated that there is $3.7 million in the Stabilization Fund.

In response to an inquiry from Adelaide (Lita) C. Young, Kate Fitzpatrick noted that there is about $1.2 million turn backs town-wide.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 4 was adopted by unanimous consent earlier this evening.

ARTICLE 5 was adopted by unanimous consent earlier this evening.

ARTICLE 6: AMEND ZONING BY-LAW – LARGE-SCALE GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) In Section 2.1, Classes of Districts, by adding a new Overlay District designation category as follows:

"LGSPI- Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District"

(b) In Section 3, Use Regulations, by inserting a new Subsection 3.13, Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, to read as follows:

"3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District

3.13.1 Purpose of District

The purpose of this by-law is to regulate Large-Scale Ground-Mounted Solar Photovoltaic Installations in an established district(s) where they are allowed. The by-law provides standards for the placement, design, construction, operation, monitoring, modification and removal of such installations. The standards aim to address public safety, minimize impacts on scenic, natural and historic resources and to provide financial assurance for the eventual decommissioning of such installations. The provisions set forth in this section shall apply to the construction, operation, maintenance and/or repair, and or modification and/or removal of Large-Scale Ground-Mounted Solar Photovoltaic Installations.

3.13.2 Scope of Authority

The Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District shall be considered as overlying other use

districts established by this By-Law. Within the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.13 applies to Large-Scale Ground-Mounted Solar Photovoltaic Installations proposed to be constructed after the effective date of this section. This section also applies to physical modifications that materially alter the type, configuration, or size of these installations or related equipment.

3.13.3 Definitions

Designated Location: The locations permitted shall be within the Large-Scale Ground-Mounted Solar Photovoltaic Overlay District, hereinafter referred to as "the Overlay".

Large-Scale Ground-Mounted Solar Photovoltaic Installation: A solar photovoltaic system, including ancillary structures, that is structurally mounted on the ground and is not roof-mounted and has a minimum nameplate capacity of 250kW DC.

Rated Nameplate Capacity: The maximum rated output of electric power production of the Photovoltaic system in Direct Current (DC).

3.13.4 Allowed Uses

The following uses are allowed by right:

(a) All uses permissible and as regulated within the underlying district.
(b) A Large-Scale Ground-Mounted Solar Photovoltaic Installation.

3.13.5 Special Permit Uses

All uses permitted by special permit in the underlying district at that location may be allowed upon the issuance of a special permit by the designated Special Permit Granting Authority under such conditions as the Board may require.

3.13.6 General Requirements

The following requirements are common to all solar photovoltaic installations to be sited in the Overlay.

3.13.6.1 Compliance with Laws, Ordinances and Regulations: The construction and operation of all Large-Scale Ground-Mounted Solar Photovoltaic Installations shall be in compliance with all applicable local, state and federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings, structures and fixtures forming part of a Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed in accordance with the State Building Code.

3.13.6.2 Building Permit and Building Inspection: No Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

3.13.6.3 Site Plan Review: Large-Scale Ground-Mounted Solar Photovoltaic Installations shall undergo Major Project Site Plan Review by the Planning Board as described in Section 7.4 of the By-Law prior to construction, installation or modification as provided in this section. Application requirements for Site Plan Review shall be as provided below:

(a) General: All plans and maps shall be prepared, stamped and signed by a Professional Engineer or Professional Land Surveyor licensed to practice in Massachusetts.

(b) Required Documents: Pursuant to the Site Plan Review process, the project proponent shall provide the following documents in addition to those required under Section 7.4 of the By-Law.

1) A site plan showing:

I. Property lines and physical features, including roads, for the project site;
II. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening of vegetation or structures;
III. Blueprints or drawings of the solar photovoltaic system signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures.
IV. One or three line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all National electrical Code compliant disconnects and overcurrent devices;
V. Documentation of the major system components to be used, including the PV panels, mounting system, inverter, and associated electrical components. The site plan shall include containment fencing line, power lines and poles, and site access routes.
VI. Name, address and contact information for proposed system installer;
VII. Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any.
VIII. The name, contact information and signature of any agents representing the project proponent.

2) Documentation of actual or prospective control of the project site and access thereto (see also Section 3.13.6.4);

3) An operation and maintenance plan (see also Section 3.13.6.5);

4) Zoning district designation for the parcel(s) comprising the site;

5) Proof of liability insurance;
6) Description of financial surety that satisfies Section 3.13.6.13.

The Planning Board may waive documentary requirements as it deems appropriate.

3.13.6.4 Site Control: The project proponent shall submit documentation of actual or prospective control of the project site and access thereto sufficient to allow for construction and operation of the proposed solar photovoltaic installation.

3.13.6.5 Operation & Maintenance Plan: The project proponent shall submit a plan for the operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

3.13.6.6 Utility Notification: No Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner's or operator's intent to install an interconnected generator and an interconnection agreement and power purchase agreement (where appropriate) has been signed by the utility. Off-grid systems shall be exempt from this requirement.

3.13.6.7 Dimension, Density and Parking Requirements

For Large-Scale Ground-Mounted Solar Photovoltaic Installations, front, side and rear setbacks shall be as follows:

(a) Minimum Lot Area: 20 acres;
(b) Minimum Front Setback: 50 feet;
(c) Minimum Side Setback: 50 feet from the property line of residentially used property;
(d) Minimum Rear Setback: 50 feet;
(e) Maximum Lot Coverage: 50%;
(f) Separation Distance: No separation distance is required between structures for ground mounted solar photovoltaic panels;
(g) Height: Height shall be determined by each individual panel measured to the grade level beneath that panel and shall not exceed 25 feet;
(h) Transition Areas: As long as the setbacks noted above are respected no further "Transition Area" (per Section 4.2.8) is required. No planting is required within the transition area if the abutting property is controlled by the Town of Needham and/ or plantings are constrained by capped landfill requirements;
(i) Parking Requirement: No additional parking is required for this use as long as there is no full-time on-site system operator required following installation of the Large-Scale Ground-Mounted Solar Photovoltaic Installation.

3.13.6.8 Design Standards

(a) Lighting. Lighting shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

(b) Signage. A sign for the Large-Scale Ground-Mounted Solar Photovoltaic Installation consistent with the Town's sign by-law shall be required to identify the owner and provide the business name for the company (ies) that own and operate the installation, their business address, the name of a contact person, and a 24-hour emergency contact phone number.

(c) Utility Connections. Reasonable efforts, as determined by the Planning Board, shall be made to place cabling and utility connections from the Large-Scale Ground-Mounted Solar Photovoltaic Installation underground, depending on appropriate soil conditions, shape, ledge, wetland resources, and topography of the site and any requirements of the utility provider.

(d) Conditions. All appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other. Whenever reasonable, structures shall be screened from view by vegetation and/or joined and clustered to avoid adverse visual impacts. Methods such as the use of landscaping, natural features and fencing may be utilized.

(e) Fencing. A security fence shall be installed along or proximate to the perimeter of the system and shall be maintained for the lifetime of the system.

3.13.6.9 Safety and Environmental Standards

(a) Emergency Services. The Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Needham Fire Chief. The owner or operator shall cooperate with local emergency services in developing an emergency response plan. The plan shall assure adequate access and staging for emergency services. All means of shutting down the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.

(b) Land Clearing, Soil Erosion and Habitat Impacts. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation and in accordance with applicable laws, regulations, and by-laws.

3.13.6.10 Maintenance: The Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security and safety measures. Site access for the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be maintained to a level acceptable to the Needham Fire Chief and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the solar photovoltaic installation and any access road(s), unless accepted as a public way.

3.13.6.11 Modifications: All material modifications to a Large-Scale Ground-Mounted Solar Photovoltaic Installation made after issuance of the required building permit shall require approval by the Planning Board.

3.13.6.12 Abandonment or Decommissioning

(a) Removal Requirements. Any Large-Scale Ground-Mounted Solar Photovoltaic Installation which has reached the end of its useful life or has been abandoned consistent with Section 3.13.6.12 (b) of this by-law shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

I. Physical removal of all solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
II. Disposal of all solid and hazardous waste shall be in accordance with local, state, and federal regulations.
III. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave existing vegetation or designated below-grade foundations in place in order to minimize erosion and disruption to vegetation.

(b) Abandonment: Absent notice to the Planning Board as provided above of a proposed date of decommissioning or written notice requesting an extension due to extenuating circumstances, the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be considered abandoned when it fails to operate or its operations are discontinued for more than one year without the written consent of the Planning Board; or if the Building Inspector has determined that the installation is a hazard to public safety and the conditions have not been corrected within six (6) months.

The Town retains the right, after the receipt of an appropriate court order to enter and remove an abandoned or hazardous Large-Scale Ground-Mounted Solar Photovoltaic Installation that is not removed by the property owner within six (6) months from the date of abandonment, as described above, or the proposed date of decommissioning. As a condition of approval, an applicant shall agree to allow entry to remove an abandoned installation.

3.13.6.13 Financial Surety: Proponents of Large-Scale Ground-Mounted Solar Photovoltaic projects shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board. Such surety will not be required for municipally-or state owned systems, but may be required for privately-owned systems even if located upon municipally-owned land. The project proponent shall submit a fully inclusive estimate of costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation."

Or take any other action relative thereto.

Article Information: This article, in combination with Article 7, proposes to create the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District. This article lays out the regulatory framework for the new overlay district while Article 7 describes its geographic boundaries. The geographical boundaries of the new Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District includes all land now zoned Single Residence A and lying in the area northerly of Central Avenue which is commonly known as the Town of Needham Recycling and Transfer Station.

Solar photovoltaic technology, which converts sunlight directly into electricity, is a key priority for the Commonwealth of Massachusetts' clean energy efforts. Unlike conventional fossil fuel power generation (such as coal, gas and oil), generating with solar photovoltaic involves no moving parts, uses no water, and generates electricity without emitting greenhouse gases or other pollutants. Although solar collection facilities are allowed in Needham, the current zoning by-law only allows them as an accessory use. Thus, while many residents and businesses already employ solar systems, the prospect of a Large-Scale Ground-Mounted Solar Photovoltaic Installation in Town is a new one, and one which the current by-law does not permit.

Accordingly, the by-law is designed to promote new Large-Scale Ground-Mounted Solar Photovoltaic Installations in an established overlay district(s) where they are allowed. The by-law provides standards for the placement, design, construction, operation, monitoring, modification and removal of such installations. The standards aim to address public safety, minimize impacts on scenic, natural and historic resources, and to provide financial assurance for the eventual decommissioning of such installations. The provisions set forth in the by-law apply to the construction, operation, maintenance, modification, and/or removal of Large-Scale Ground-Mounted Solar Photovoltaic Installations. The overlay district's key provisions are summarized below.

Large-Scale Ground-Mounted Solar Photovoltaic Installations are permitted as-of-right in a designated overlay district subject to site plan review by the Planning Board. Large-Scale Ground-Mounted Solar Photovoltaic Installations shall be subject to the

following dimensional, coverage and height requirements: (a) Minimum Lot Area: 20 acres; (b) Minimum Front Setback: 50 feet; (c) Minimum Side Setback: 50 feet from the property line of residentially used property; (d) Minimum Rear Setback: 50 feet; (e) Maximum Lot Coverage: 50%; and (f) Maximum Height: 25 feet determined for each individual panel and measured to the grade level beneath that panel.

To assure safeguards for the general public, the by-law requires that no Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner's or operator's intent to install an interconnected generator and an interconnection agreement and power purchase agreement (where appropriate) has been signed by the utility. Additionally, the project proponent is required to submit a plan for the operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

Finally, the Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator is required to maintain the facility in good condition. Any Large-Scale Ground-Mounted Solar Photovoltaic Installation which has reached the end of its useful life or has been abandoned shall be removed. The owner or operator is required to physically remove the installation no more than 150 days after the date of discontinued operations. Proponents of Large-Scale Ground-Mounted Solar Photovoltaic projects are required to provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board.

MOVED: That the Town vote to amend the Needham Zoning By-Law as follows:

(a) In Section 2.1, Classes of Districts, by adding a new Overlay District designation category as follows:

"LGSPI- Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District"

(b) In Section 3, Use Regulations, by inserting a new Subsection 3.13, Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, to read as follows:

"3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District

3.13.1 Purpose of District

The purpose of this by-law is to regulate Large-Scale Ground-Mounted Solar Photovoltaic Installations in an established district(s) where they are allowed. The by-law provides standards for the placement, design, construction, operation, monitoring, modification and removal of such installations. The standards aim to address public safety, minimize impacts on scenic, natural and historic resources and to provide financial assurance for the eventual decommissioning of such installations. The provisions set forth in this section shall apply to the construction, operation, maintenance and/or repair, and or modification and/or removal of Large-Scale Ground-Mounted Solar Photovoltaic Installations.

3.1.3.2 Scope of Authority

The Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District shall be considered as overlying other use districts established by this By-Law. Within the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.13 applies to Large-Scale Ground-Mounted Solar Photovoltaic Installations proposed to be constructed after the effective date of this section. This section also applies to physical modifications that materially alter the type, configuration, or size of these installations or related equipment.

3.13.3 Definitions

Designated Location: The locations permitted shall be within the Large-Scale Ground-Mounted Solar Photovoltaic Overlay District, hereinafter referred to as "the Overlay".

Large-Scale Ground-Mounted Solar Photovoltaic Installation: A solar photovoltaic system, including ancillary structures, that is structurally mounted on the ground and is not roof-mounted and has a minimum nameplate capacity of 250kW DC.

Rated Nameplate Capacity: The maximum rated output of electric power production of the Photovoltaic system in Direct Current (DC).

3.13.4 Allowed Uses

The following uses are allowed by right:

(a) All uses permissible and as regulated within the underlying district.
(b) A Large-Scale Ground-Mounted Solar Photovoltaic Installation.

3.13.5 Special Permit Uses

All uses permitted by special permit in the underlying district at that location may be allowed upon the issuance of a special permit by the designated Special Permit Granting Authority under such conditions as the Board may require.

3.13.6 General Requirements

The following requirements are common to all solar photovoltaic installations to be sited in the Overlay.

3.13.6.1 Compliance with Laws, Ordinances and Regulations: The construction and operation of all Large-Scale Ground-Mounted Solar Photovoltaic Installations shall be in compliance with all applicable local, state and

federal requirements, including but not limited to all applicable safety, construction, electrical, and communications requirements. All buildings, structures and fixtures forming part of a Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed in accordance with the State Building Code.

3.13.6.2 Building Permit and Building Inspection: No Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed, installed or modified as provided in this section without first obtaining a building permit.

3.13.6.3 Site Plan Review: Large-Scale Ground-Mounted Solar Photovoltaic Installations shall undergo Major Project Site Plan Review by the Planning Board as described in Section 7.4 of the By-Law prior to construction, installation or modification as provided in this section. Application requirements for Site Plan Review shall be as provided below:

(a) General: All plans and maps shall be prepared, stamped and signed by a Professional Engineer or Professional Land Surveyor licensed to practice in Massachusetts.

(b) Required Documents: Pursuant to the Site Plan Review process, the project proponent shall provide the following documents in addition to those required under Section 7.4 of the By-Law.

1. A site plan showing:

I. Property lines and physical features, including roads, for the project site;
II. Proposed changes to the landscape of the site, grading, vegetation clearing and planting, exterior lighting, screening of vegetation or structures;
III. Blueprints or drawings of the solar photovoltaic system signed by a Professional Engineer licensed to practice in the Commonwealth of Massachusetts showing the proposed layout of the system and any potential shading from nearby structures.
IV. One or three line electrical diagram detailing the solar photovoltaic installation, associated components, and electrical interconnection methods, with all National electrical Code compliant disconnects and overcurrent devices;
V. Documentation of the major system components to be used, including the PV panels, mounting system, inverter, and associated electrical components. The site plan shall include containment fencing line, power lines and poles, and site access routes.
VI. Name, address and contact information for proposed system installer;
VII. vii Name, address, phone number and signature of the project proponent, as well as all co-proponents or property owners, if any.
VIII. The name, contact information and signature of any agents representing the project proponent.

2) Documentation of actual or prospective control of the project site and access thereto (see also Section 3.13.6.4);
3) An operation and maintenance plan (see also Section 3.13.6.5);
4) Zoning district designation for the parcel(s) comprising the site;
5) Proof of liability insurance;
6) Description of financial surety that satisfies Section 3.13.6.13.

The Planning Board may waive documentary requirements as it deems appropriate.

3.13.6.4 Site Control: The project proponent shall submit documentation of actual or prospective control of the project site and access thereto sufficient to allow for construction and operation of the proposed solar photovoltaic installation.

3.13.6.5 Operation & Maintenance Plan: The project proponent shall submit a plan for the operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation, which shall include measures for maintaining safe access to the installation, storm water controls, as well as general procedures for operational maintenance of the installation.

3.13.6.6 Utility Notification: No Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be constructed until evidence has been given to the Planning Board that the utility company that operates the electrical grid where the installation is to be located has been informed of the solar photovoltaic installation owner's or operator's intent to install an interconnected generator and an interconnection agreement and power purchase agreement (where appropriate) has been signed by the utility. Off-grid systems shall be exempt from this requirement.

3.13.6.7 Dimension, Density and Parking Requirements

For Large-Scale Ground-Mounted Solar Photovoltaic Installations, front, side and rear setbacks shall be as follows:

(a) Minimum Lot Area: 20 acres;
(b) Minimum Front Setback: 50 feet;
(c) Minimum Side Setback: 50 feet from the property line of residentially used property;
(d) Minimum Rear Setback: 50 feet;
(e) Maximum Lot Coverage: 50%;
(f) Separation Distance: No separation distance is required between structures for ground mounted solar photovoltaic panels;
(g) Height: Height shall be determined by each individual panel measured to the grade level beneath that panel and shall not exceed 25 feet;
(h) Transition Areas: As long as the setbacks noted above are respected no further "Transition Area" (per Section 4.2.8) is required. No planting is required within the transition area if the abutting property is controlled by the Town of Needham and/ or plantings are constrained by capped landfill requirements;
(i) Parking Requirement: No additional parking is required for this use as long as there is no full-time on-site system operator required following installation

of the Large-Scale Ground-Mounted Solar Photovoltaic Installation.

3.13.6.8 Design Standards

(a) Lighting. Lighting shall be limited to that required for safety and operational purposes, and shall be reasonably shielded from abutting properties. Where feasible, lighting of the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be directed downward and shall incorporate full cut-off fixtures to reduce light pollution.

(b) Signage. A sign for the Large-Scale Ground-Mounted Solar Photovoltaic Installation consistent with the Town's sign by-law shall be required to identify the owner and provide the business name for the company (ies) that own and operate the installation, their business address, the name of a contact person, and a 24-hour emergency contact phone number.

(c) Utility Connections. Reasonable efforts, as determined by the Planning Board, shall be made to place cabling and utility connections from the Large-Scale Ground-Mounted Solar Photovoltaic Installation underground, depending on appropriate soil conditions, shape, ledge, wetland resources, and topography of the site and any requirements of the utility provider.

(d) Conditions. All appurtenant structures, including but not limited to, equipment shelters, storage facilities, transformers, and substations, shall be architecturally compatible with each other. Whenever reasonable, structures shall be screened from view by vegetation and/or joined and clustered to avoid adverse visual impacts. Methods such as the use of landscaping, natural features and fencing may be utilized.

(e) Fencing. A security fence shall be installed along or proximate to the perimeter of the system and shall be maintained for the lifetime of the system.

3.13.6.9 Safety and Environmental Standards

(a) Emergency Services. The Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator shall provide a copy of the project summary, electrical schematic, and site plan to the Needham Fire Chief. The owner or operator shall cooperate with local emergency services in developing an emergency response plan. The plan shall assure adequate access and staging for emergency services. All means of shutting down the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be clearly marked. The owner or operator shall identify a responsible person for public inquiries throughout the life of the installation.

(b) Land Clearing, Soil Erosion and Habitat Impacts. Clearing of natural vegetation shall be limited to what is necessary for the construction, operation and maintenance of the Large-Scale Ground-Mounted Solar Photovoltaic Installation and in accordance with applicable laws, regulations, and by-laws.

3.13.6.10 Maintenance: The Large-Scale Ground-Mounted Solar Photovoltaic Installation owner or operator shall maintain the facility in good condition. Maintenance shall include, but not be limited to, painting, structural repairs, and integrity of security and safety measures. Site access for the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be maintained to a level acceptable to the Needham Fire Chief and Emergency Medical Services. The owner or operator shall be responsible for the cost of maintaining the solar photovoltaic installation and any access road(s), unless accepted as a public way.

3.13.6.11 Modifications: All material modifications to a Large-Scale Ground-Mounted Solar Photovoltaic Installation made after issuance of the required building permit shall require approval by the Planning Board.

3.13.6.12 Abandonment or Decommissioning

(a) Removal Requirements. Any Large-Scale Ground-Mounted Solar Photovoltaic Installation which has reached the end of its useful life or has been abandoned consistent with Section 3.13.6.12 (b) of this by-law shall be removed. The owner or operator shall physically remove the installation no more than 150 days after the date of discontinued operations. The owner or operator shall notify the Planning Board by certified mail of the proposed date of discontinued operations and plans for removal. Decommissioning shall consist of:

i. Physical removal of all solar photovoltaic installations, structures, equipment, security barriers and transmission lines from the site.
ii. Disposal of all solid and hazardous waste shall be in accordance with local, state, and federal regulations.
iii. Stabilization or re-vegetation of the site as necessary to minimize erosion. The Planning Board may allow the owner or operator to leave existing vegetation or designated below-grade foundations in place in order to minimize erosion and disruption to vegetation.

(b) Abandonment: Absent notice to the Planning Board as provided above of a proposed date of decommissioning or written notice requesting an extension due to extenuating circumstances, the Large-Scale Ground-Mounted Solar Photovoltaic Installation shall be considered abandoned when it fails to operate or its operations are discontinued for more than one year without the written consent of the Planning Board; or if the Building Inspector has determined that the installation is a hazard to public safety and the conditions have not been corrected within six (6) months.

The Town retains the right, after the receipt of an appropriate court order to enter and remove an abandoned or hazardous Large-Scale Ground-Mounted Solar Photovoltaic Installation that is not removed by the property owner within six (6) months from the date of abandonment, as described above, or the proposed date of decommissioning. As a condition of approval, an

applicant shall agree to allow entry to remove an abandoned installation.

3.13.6.13 Financial Surety: Proponents of Large-Scale Ground-Mounted Solar Photovoltaic projects shall provide a form of surety, either through escrow account, bond or otherwise, to cover the cost of removal in the event the town must remove the installation and remediate the landscape, in an amount and form determined to be reasonable by the Planning Board. Such surety will not be required for municipally-or state owned systems, but may be required for privately-owned systems even if located upon municipally-owned land. The project proponent shall submit a fully inclusive estimate of costs associated with removal, prepared by a qualified engineer. The amount shall include a mechanism for calculating increased removal costs due to inflation."

A motion to discuss Articles 6, 7, 10 and 11 together and vote on separately was offered by Mr. Matthew D. Borrelli. The motion was presented and carried unanimously by voice vote.

Mr. David C. Harris, member, addressed this proposal on behalf of the Solar Energy Exploratory Committee. He explained that this zoning article proposes to create the Large-Scale Ground-Mounted Solar Photo Installation Overlay District on the area known as the landfill. This is a good area for this proposal. The landfill is 2 inches deep and cannot be disturbed. This technology converts sunlight directly into electricity which is a key priority for the Commonwealth of Massachusetts' clean energy efforts.

Mr. Harris explained that the town gets net metering credits which is estimated at $487,000 more than the cost to the Town of Needham. He indicated the need to get on board before the net metering CAP is reached.

Mr. Bruce T. Eisenhut, Chairman, addressed this proposal on behalf of the Planning Board. He stated that the Planning Board unanimously recommends adoption of Articles 6 and 7. He also explained that the overlay district is limited to the Needham Recycling and Transfer Station. Article 6 sets forth standard procedures and Article 7 describes the geographical boundaries of the new Overlay District. The Planning Board urges adoption of Articles 6 and 7.

Mr. Matthew D. Borrelli, Selectman, explained that this proposal will generate electricity and it is a viable and preferred site which fits two of the Board of Selectmen's goals. The revenue received will go into the General Fund. If approved tonight, the Town will enter into an agreement with Brightfield. The Town will pay 7 cents to Brightfield and NSTAR will credit the Town 16 cents. Mr. Borrelli urged support of Articles 6, 7, 10, and 11 on behalf of the Board of Selectmen.

Louise L. Miller, member, stated that the Finance Committee unanimously recommends adoption of Articles 6, 7, 10, and 11. She noted that there are four financial components to these articles – lease of land, payment in lieu of taxes, purchase of electricity, and lease credit of $50,000 per year. She stated that if the Town does not get net metering credits, the town will pay approximately $350,000 to the developers.

In response to an inquiry from Mr. Paul A. Siegenthaler regarding the proposed lease of 12 acres of the available 20 acres and why is the height allowance so high. Mr. Bruce T. Eisenhut explained that this is in compliance with the By-Law. Mr. David C. Harris noted that the height allows for different approaches.

In response to an inquiry from Mr. Scott M. Brightman, Mr. Borrelli explained that the credits are regulated by the state Department of Public Utilities.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 7: AMEND ZONING BY-LAW – MAP CHANGE TO LARGE-SCALE GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

(a) Place in the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District all that land now zoned Single Residence A and commonly known as the Town of Needham landfill and lying in the area bounded and described as follows:

"Beginning at a point on the northerly sideline of Central Avenue, thence running N55°-25'-16"W a distance of 59.67 feet to a point, thence running N55°-42'- 46"W a distance of 71.12 feet to a point, thence N58°-27'-06"W a distance of 112.06 feet to a point, thence N56°-16'-06"W a distance of 296.96 feet to a point, thence S00°-21'-59"W a distance of 42.02 feet to a point, thence S49°-16'-14"W a distance of 279.44 feet to a point, thence S75°-42'-34"W a distance of 187.24 feet to a point, thence S56°-16'-24"W a distance of 46.41 feet to a point, thence S41°-45'-34"W a distance of 50.01 feet to a point, thence S46°-22'-54"W a distance of 131.13 feet to a point, thence N82°-50'-34"W a distance of 228.42 feet to a point, thence N29°-35'-24"E a distance of 866.68 feet to a point, thence N14°-53'-20"W a distance of 1216.6± feet to a point in the centerline of Fuller Brook, thence by the said centerline of Fuller Brook northeasterly to a point (a tie of N62°-30'-33"E a distance of 1009.94 feet), thence S37°-39'-21"E a distance of 719.43 feet to a point, thence S36°-38'-47" E a distance of 88.71 feet to a point, thence S38°-48'-02"E a distance of 115.27 feet to a point, thence S38°-59'-47"E a distance of 152.44 feet to a point, thence S30°-32'-19" E a distance of 290.44 feet to a point, thence S24°-48'-14"E a distance of 24.80 feet to a point, thence S09°-13'-39"E a distance of 34.19 feet to a point, thence S63°-32'-06"E a distance of 97.36 feet to a point, thence S36°-34'-38"E a distance of 234.40 feet to a point, thence S50°-42'-20"E a distance of 77.07 feet to a point, thence N54°-20'-46"E a distance of 19.05 feet to a point, thence N82°-49'-47"E a distance of 11.46 feet to a point, thence S76°-10'-08"E a distance of 31.72 feet to a point, thence S57°-15'-20"E a distance of 35.66 feet to a point, thence S53°-33'-52"E a distance of 15.31 feet to a point, thence S57°-38'-03"E a distance of 36.67 feet to a point, thence S58°-29'-44"E a distance of 181.83 feet to a point, thence S28°-44'-00"W a distance of 310.59 feet to a point, thence S59°-05'-55"E a distance of 275.42 feet to a point on the northerly sideline of Central Avenue, thence by said sideline and a curve to the right , with a radius of 500.00 feet, an length of 419.84 feet to a point, thence N88°-49'-18"W a distance of 233.98 feet to a point, thence by a curve to the left, with a radius of 804.73 feet, a length of 238.48 feet to a point, thence S74°-11'-57"W a distance of

348.85 feet to a point, thence by a curve with a radius of 894.54 feet, a length of 84.00 feet to the point of beginning."

or take any other action relative thereto.

Article Information: This article describes the geographical boundaries of the new Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District which would include all land now zoned Single Residence A and lying in the area northerly of Central Avenue which is commonly known as the Town of Needham Recycling and Transfer Station.

MOVED : That the Town vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

(a) Place in the Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District all that land now zoned Single Residence A and commonly known as the Town of Needham landfill and lying in the area bounded and described as follows:

"Beginning at a point on the northerly sideline of Central Avenue, thence running N55˚-25'-16"W a distance of 59.67 feet to a point, thence running N55˚-42'- 46"W a distance of 71.12 feet to a point, thence N58˚-27'-06"W a distance of 112.06 feet to a point, thence N56˚-16'-06"W a distance of 296.96 feet to a point, thence S00˚-21'-59"W a distance of 42.02 feet to a point, thence S49˚-16'-14"W a distance of 279.44 feet to a point, thence S75˚-42'-34"W a distance of 187.24 feet to a point, thence S56˚-16'-24"W a distance of 46.41 feet to a point, thence S41˚-45'-34"W a distance of 50.01 feet to a point, thence S46˚-22'-54"W a distance of 131.13 feet to a point, thence N82˚-50'-34"W a distance of 228.42 feet to a point, thence N29˚-35'-24"E a distance of 866.68 feet to a point, thence N14˚-53'-20"W a distance of 1216.6± feet to a point in the centerline of Fuller Brook, thence by the said centerline of Fuller Brook northeasterly to a point (a tie of N62˚-30'-33"E a distance of 1009.94 feet), thence S37˚-39'-21"E a distance of 719.43 feet to a point, thence S36˚-38'-47" E a distance of 88.71 feet to a point, thence S38˚-48'-02"E a distance of 115.27 feet to a point, thence S38˚-59'-47"E a distance of 152.44 feet to a point, thence S30˚-32'-19" E a distance of 290.44 feet to a point, thence S24˚-48'-14"E a distance of 24.80 feet to a point, thence S09˚-13'-39"E a distance of 34.19 feet to a point, thence S63˚-32'-06"E a distance of 97.36 feet to a point, thence S36˚-34'-38"E a distance of 234.40 feet to a point, thence S50˚-42'-20"E a distance of 77.07 feet to a point, thence N54˚-20'-46"E a distance of 19.05 feet to a point, thence N82˚-49'-47"E a distance of 11.46 feet to a point, thence S76˚-10'-08"E a distance of 31.72 feet to a point, thence S57˚-15'-20"E a distance of 35.66 feet to a point, thence S53˚-33'-52"E a distance of 15.31 feet to a point, thence S57˚-38'-03"E a distance of 36.67 feet to a point, thence S58˚-29'-44"E a distance of 181.83 feet to a point, thence S28˚-44'-00"W a distance of 310.59 feet to a point, thence S59˚-05'-55"E a distance of 275.42 feet to a point on the northerly sideline of Central Avenue, thence by said sideline and a curve to the right , with a radius of 500.00 feet, an length of 419.84 feet to a point, thence N88˚-49'-18"W a distance of 233.98 feet to a point, thence by a curve to the left, with a radius of 804.73 feet, a length of 238.48 feet to a point, thence S74˚-11'-57"W a distance of 348.85 feet to a point, thence by a curve with a radius of 894.54 feet, a length of 84.00 feet to the point of beginning."

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 8 was adopted by unanimous consent earlier this evening.

ARTICLE 9 was adopted by unanimous consent earlier this evening.

ARTICLE 10: AUTHORIZE LEASE OF LAND FOR GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION

To see if the Town will vote to authorize the Town Manager, in the name and behalf of the Town, to execute a lease for 12+/- acres of land constituting the capped landfill, and other rooftop or land areas at the Recycling and Transfer Station, at 1421 Central Ave owned by the Town, to be leased by a commercial solar developer for installation and operation of solar photovoltaic facilities for electric generation, for periods of up to 25 years upon such terms and conditions as determined by the Town Manager including an Energy Services Management Agreement ("EMSA"); or take any other action relative thereto.

Article Information: Town Meeting authorization is required for the Town Manager to execute a lease and EMSA agreement with the selected private developer for the proposed Solar PV Installation at the RTS.

MOVED: That the Town vote to authorize the Town Manager, in the name and behalf of the Town, to execute a lease for 12+/- acres of land constituting the capped landfill, and other rooftop or land areas at the Recycling and Transfer Station, at 1421 Central Ave owned by the Town, to be leased by a commercial solar developer for installation and operation of solar photovoltaic facilities for electric generation, for periods of up to 25 years upon such terms and conditions as determined by the Town Manager including an Energy Services Management Agreement ("EMSA").

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 11: AUTHORIZE PILOT FOR GROUND-MOUNTED SOLAR PHOTOVOLTAIC INSTALLATION

To see if the Town will vote, pursuant to the provisions of G.L. c.59, §38H, to authorize the Town Manager to negotiate and enter into a payment in lieu of tax agreement with the lessee/operator of the solar photovoltaic energy generating facility to be developed at the Needham RTS property, located at 1421 Central Avenue, upon such terms and conditions as the Town Manager shall deem to be in the best interest of the Town; or take any other action relative thereto.

Article Information: The selected developer of the Solar PV Installation at the RTS will be required to pay property taxes for the leased land and assets which are installed on the site. The Massachusetts Department of Revenue allows Towns to enter into Payment in Lieu of Taxes (PILOT) agreements which enable the Town and the solar developer to establish a fixed PILOT that meets the Town Tax Assessor's valuation for the term of the agreement. This PILOT would provide the Town with a known annual taxable income stream and would reduce tax uncertainty for the developer. The warrant article is needed to authorize the Town Manager, in consultation wit the Board of Assessors, to negotiate and enter into this agreement.

MOVED: That the Town vote, pursuant to the provisions of G.L. c.59, §38H, to authorize the Town Manager to negotiate and enter into a payment in lieu of tax agreement with the lessee/operator of the solar photovoltaic energy generating facility to be developed at the Needham RTS property, located at 1421 Central Avenue, upon such terms and conditions as the Town Manager shall deem to be in the best interest of the Town.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 12: AUTHORIZE LEASE OF MBTA PROPERTY FOR SHARED USE RECREATION TRAIL

To see if the Town will vote to authorize the Town Manager, in the name and behalf of the Town, to execute a lease for all or any portion of the land, premises, easements, and rights-of-way in the railroad right-of-way from Needham Junction to the Dover Town Line, for the purpose of laying out an improved shared use rail trail and related facilities and improvements, and providing access to the rail trail area for construction, maintenance and repair purposes and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth, for a period up to 99 years, upon such terms and conditions as determined by the Town Manager; or take any other action relative thereto.

Article Information: The 2013 Annual Town Meeting approved an amendment to the Town's General By-laws allowing the Town to lease land from a public agency or authority for recreational purposes for up to 99 years. This article would authorize the Town to acquire the railroad right-of-way between Needham Junction/High Rock Street and the Dover Town line to create a shared use recreation trail. If this article is adopted, the Town will partner with the Bay Colony Rail Trail Association which has committed to raising private funds to construct the base trail. Trail enhancements may be made in the future as appropriate and subject to the availability of funds.

MOVED: That the Town vote to authorize the Town Manager, in the name and behalf of the Town, to execute a lease for all or any portion of the land, premises, easements, and rights-of-way in the railroad right-of-way from Needham Junction to the Dover Town Line, for the purpose of laying out an improved shared use rail trail and related facilities and improvements, and providing access to the rail trail area for construction, maintenance and repair purposes and for all other purposes for which rail trails are now or hereafter may be used in the Commonwealth, for a period up to 99 years, upon such terms and conditions as determined by the Town Manager.

A motion to discuss Articles 12 and 13 together and vote on separately was offered by Mr. John A. Bulian. The motion was presented and carried unanimously by voice vote.

Mr. John A. Bulian, Selectman, explained that this article authorizes the Board of Selectmen to enter into a lease with the MBTA to be used for a shared use rail trail from Needham Junction/High Rock Street and the Dover Town line.

Mr. Tad Staley of the Bay Colony Rail Trail Association explained that the cost of the first phase of the project is approximately $200,000 which includes $100,000 for site work and $50,000 for remedial privacy work. One company will remove the tracks for free and put down stone dust at a cost of $35,000. He noted that the Bay Colony Rail Trail Association has committed to raising private funds to construct the base trail. To date the Association has raised $100,000.

Mr. John A. Bulian, Selectman, advised that the Board of Selectmen unanimously supports both Articles 12 and 13.

Adelaide (Lita) C. Young, member, addressed this proposal and recommended adoption on behalf of the Community Preservation Committee. She explained that the $45,000 appropriation for environmental insurance for a five-year period is required for the use of the railroad right-of-way for a shared use recreation trail. She noted that the town has two quotes and hopes to go with the best plan. She also advised that a possible matching state grant would return funds to the town and in turn go back to the Community Preservation Open Space Reserve.

Mr. Richard M. Reilly, member, recommended adoption of both Articles 12 and 13 on behalf of the Finance Committee. He noted that when this phase is completed, the town will have a rail trail. He also expressed the Finance Committee's hope that the rail trail group achieves its goals.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 13: APPROPRIATE RAIL TRAIL INSURANCE

To see if the Town will vote to raise and/or transfer and appropriate the sum of $45,000 for the purchase of environmental insurance related to the lease of the railroad right of way for rail trail purposes, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Community Preservation Open Space Reserve; or take any other action relative thereto.

Article Information: The purchase of environmental insurance is a requirement of the proposed lease agreement between the Town and the MBTA for the use of the railroad right-of-way for a shared use recreation trail. The insurance coverage would be in place during the initial construction of the path. The request for funds is for the full estimated cost of the insurance for a five-year period. The Town will apply for a State grant that may reimburse the CPA Fund for 50% of the cost of the insurance.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $45,000 for the purchase of environmental insurance related to the lease of the railroad right of way for rail trail purposes, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from the Community Preservation Open Space Reserve.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 14: AMEND GENERAL BY-LAW – PUBLIC CONSUMPTION OF MARIJUANA

To see if the Town will vote to amend the General By-laws by inserting a new section 3.1.10 as follows:

"3.1.10. Use of Marijuana No person shall possess or consume marijuana (or tetrahydrocannibinol, as defined in G.L. c. 94C, 1, as amended) within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, nor shall any person consume marijuana, as previously defined, on any public way or any way to which the public has a right of access as invitees or licenses, including any person in a motor vehicle in, on or upon any public way or any way to which the public has said right of access, within the limits of the Town of Needham; and no person shall consume marijuana, as previously defined, in, on or upon any private land or place without the consent of the owner or persons in control of such private land or place. Nothing in this bylaw shall authorize any possession, cultivation, transport, distribution, sale or use of marijuana otherwise prohibited by law. All marijuana being used in violation of Sub-section 3.1.10 may be seized and held until final adjudication of the charge against any such person or persons has been made by the court." and re-numbering following sections accordingly; and by inserting a new Section J under Section 8.2.2.4 as follows: "J Public Consumption of Marijuana (Sub-section 3.1.10) Fine Schedule: $50 per offense" and re-lettering all following sections accordingly; or take any other action relative thereto.

Article Information: The public consumption of alcohol on Town property is currently regulated under Section 3.1.9 of the General By-laws of the Town of Needham. The purpose of this article is to similarly prohibit the public consumption of marijuana or tetrahydrocannibinol on Town property or in any place accessible to the public, and, as with consumption of alcohol, allow the Town to impose a fine of $50 per offense for violation of the By-law provision.

MOVED: That the Town vote to amend the General By-laws by inserting a new section 3.1.10 as follows:

"3.1.10. Use of Marijuana No person shall possess or consume marijuana (or tetrahydrocannibinol, as defined in G.L. c. 94C, 1, as amended) within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, nor shall any person consume marijuana, as previously defined, on any public way or any way to which the public has a right of access as invitees or licenses, including any person in a motor vehicle in, on or upon any public way or any way to which the public has said right of access, within the limits of the Town of Needham; and no person shall consume marijuana, as previously defined, in, on or upon any private land or place without the consent of the owner or persons in control of such private land or place. Nothing in this bylaw shall authorize any possession, cultivation, transport, distribution, sale or use of marijuana otherwise prohibited by law. All marijuana being used in violation of Sub-section 3.1.10 may be seized and held until final adjudication of the charge against any such person or persons has been made by the court." and re-numbering following sections accordingly; and by inserting a new Section J under Section 8.2.2.4 as follows: "J Public Consumption of Marijuana (Sub-section 3.1.10) Fine Schedule: $50 per offense" and re-lettering all following sections accordingly.

Mr. Daniel P. Matthews, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that this articles was referred back to the Board of Selectmen under the May 13, 2013 Special Town Meeting. The Board of Selectmen held public hearings on the public consumption of marijuana. This is not a revenue generator. The Town hasn't written a ticket in five years. However we do believe there will be more use of marijuana with the new legislation. The Board of Selectmen unanimously recommends approval of this article.

Holly Anne Clarke spoke in opposition to the article. She noted that we were against this proposal last year and she is opposed this year. The only change in the state law is for sick people. This law is bad for our town.

Mr. Stephen K. Epstein, member, Board of Health, advised that it is a health issue. There is no safe level of tobacco smoke.

Mr. Jason R. Gragg shared these concerns and offered the following motions to amend:

A motion to amend by striking in the first line the words "posses or" was offered by Mr. Jason R. Gragg.

A second motion to amend by striking the words "All marijuana being used in violation of Sub-section 3.1.10 may be seized and held until final adjudication of the charge against any such person or persons has been made by the court. and" was offered by Mr. Jason R. Gragg.

Mr. Peter Sergey Panov suggested changing the word "marijuana" to "cigarette", but the Moderator declared it to be improper.

The second motion to amend was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The following tellers were sworn in by the Moderator: Joseph P. Barnes, Jr., Ford H. Peckham, Thomas H. Hannigan, Jr., Thomas M. Harkins, Bruce T. Eisenhut, and Robert Y Larsen. The motion was again presented and carried by a count of hands. The hand count was Yes 93 – No 76.

The first motion to amend was presented and passed on a voice vote.

ACTION: The main motion, as amended, was presented but the Moderator was in doubt. The motion was presented again and the Moderator was still in doubt. The motion was presented for a third time and carried by a count of hands. The hand count was Yes 119 – No 58.

VOTED: That the Town vote to amend the General By-laws by inserting a new section 3.1.10 as follows:

"3.1.10. Use of Marijuana No person shall consume marijuana (or tetrahydrocannibinol, as defined in G.L. c. 94C, 1, as amended) within the limits of any park, playground, public land or public building owned or under the control of the Town of Needham, nor shall any person consume marijuana, as previously defined, on any public way or any way to which the public has a right of access as invitees or licenses, including any person in a motor vehicle in, on or upon any public way or any way to which the public has said right of access, within the limits of the Town of Needham; and no person shall consume marijuana, as previously

defined, in, on or upon any private land or place without the consent of the owner or persons in control of such private land or place. Nothing in this bylaw shall authorize any possession, cultivation, transport, distribution, sale or use of marijuana otherwise prohibited by law. Re-numbering following sections accordingly; and by inserting a new Section J under Section 8.2.2.4 as follows: "J Public Consumption of Marijuana (Subsection 3.1.10) Fine Schedule: $50 per offense" and re-lettering all following sections accordingly.

ARTICLE 15: AMEND GENERAL BY-LAW - MUNICIPAL WATER SUPPLY

To see if the Town will vote to amend its General By-laws by deleting section 2.2.5.5 and inserting in place thereof the following:

"2.2.5.5 Municipal Water Supply

2.2.5.5.1 Applicability

This section pertains to residences and commercial property and industry served by the Town's water system.

2.2.5.5.2 Implementation of a Mandatory Non-essential Outdoor Water Use Restriction The Board of Selectmen or its designee shall have authority to implement a mandatory non-essential outdoor water use restriction in an effort to promote water conservation and to ensure compliance with the Water Management Act.

2.2.5.5.3 Backflow Prevention on Automatic Irrigation Systems All automatic irrigation systems connected to the municipal water system in the Town shall be protected from backflow events by the installation of a backflow prevention device approved by the Director of Public Works."

And amend Section 8.2.2.8 (C) of the General By-laws by deleting the words "fine schedule $50 per offense" and inserting in place thereof the words:

"First violation: Written Warning
Second violation (issued within the same calendar year): $50
Third violation (issued within the same a calendar year): $200
Fourth and subsequent violations (issued within the same calendar): $300
Each day of violation shall constitute a separate offense."

Or take any other action relative thereto.

Article Information: The purpose of this article is to update the Town's By-laws relative to water emergencies to ensure that the language is consistent with the terms of the Water Withdrawal Permit issued to the Town by the Department of Environmental Protection. The proposed language clarifies the role of the Board of Selectmen in implementing a mandatory non-essential outdoor water use restriction to ensure compliance with the Water Management Act, and incorporates existing backflow prevention requirements for automatic irrigation systems. The article also amends the General By-laws by creating a graduated system of fines, including a written warning.

MOVED: That the Town vote to amend its General By-laws by deleting section 2.2.5.5 and inserting in place thereof the following:

"2.2.5.5 Municipal Water Supply

2.2.5.5.1 Applicability

This section pertains to residences and commercial property and industry served by the Town's water system.

2.2.5.5.2 Implementation of a Mandatory Non-essential Outdoor Water Use Restriction The Board of Selectmen or its designee shall have authority to implement a mandatory non-essential outdoor water use restriction in an effort to promote water conservation and to ensure compliance with the Water Management Act.

2.2.5.5.3 Backflow Prevention on Automatic Irrigation Systems All automatic irrigation systems connected to the municipal water system in the Town shall be protected from backflow events by the installation of a backflow prevention device approved by the Director of Public Works."

And amend Section 8.2.2.8 (C) of the General By-laws by deleting the words "fine schedule $50 per offense" and inserting in place thereof the words:

"First violation: Written Warning
Second violation (issued within the same calendar year): $50
Third violation (issued within the same a calendar year): $200
Fourth and subsequent violations (issued within the same calendar): $300
Each day of violation shall constitute a separate offense.".

A motion to amend was offered by Mr. Daniel P. Matthews that the main motion under Article 15 be amended by inserting after the words "Fourth and subsequent violations (issued within the same calendar" the word "year".

Mr. Daniel P. Matthews, Chairman, addressed this article on behalf of the Board of Selectmen. He explained that this is current law and the Board wants to put it into the Town's General By-Law.

Mr. Richard A. Zimbone, member, recommended adoption on behalf of the Finance Committee.

A motion to amend was offered by Mr. Joshua W. Levy to delete "a" in the third violation.

In response to an inquiry from Mr. Aaron M. Pressman regarding the motivation behind increasing the fine schedule, Mr. Matthews advised that the Board of Selectmen is seeking voluntary compliance.

Mr. Reginald C. Foster expressed concern with the intent if a person leaves an automatic sprinkler on for 7 days to fine a homeowner $1400.

Mr. Levy's motion to delete "a" was presented and carried unanimously by voice vote.

Mr. Matthews motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and passed by majority declared by the Moderator on a voice vote.

VOTED: That the Town vote to amend its General By-laws by deleting section 2.2.5.5 and inserting in place thereof the following:

"2.2.5.5 **Municipal Water Supply**

2.2.5.5.1 Applicability

This section pertains to residences and commercial property and industry served by the Town's water system.

2.2.5.5.2 Implementation of a Mandatory Non-essential Outdoor Water Use Restriction The Board of Selectmen or its designee shall have authority to implement a mandatory non-essential outdoor water use restriction in an effort to promote water conservation and to ensure compliance with the Water Management Act.

2.2.5.5.3 Backflow Prevention on Automatic Irrigation Systems All automatic irrigation systems connected to the municipal water system in the Town shall be protected from backflow events by the installation of a backflow prevention device approved by the Director of Public Works."

And amend Section 8.2.2.8 (C) of the General By-laws by deleting the words "fine schedule $50 per offense" and inserting in place thereof the words:

"First violation: Written Warning
Second violation (issued within the same calendar year): $50
Third violation (issued within the same calendar year): $200
Fourth and subsequent violations (issued within the same calendar year): $300
Each day of violation shall constitute a separate offense.".

ARTICLE 16: AUTHORIZE TAKING OF REAL PROPERTY

To see if the Town will vote to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain a portion of land from 280 Hillside Avenue, Needham, for the purposes of maintaining a sidewalk as part of the public way known as Hillside Avenue; or take any other action relative thereto.

Article Information: The plan for the construction of the Center at the Heights (new senior center) included the creation of indented, on-street parking on Hillside Avenue. The indentation, coupled with the relocation of a utility pole, resulted in a sidewalk that was not quite wide enough to meet the standard for passage and sidewalk plowing. To correct this situation, the sidewalk was constructed on private property (an area of approximately 26 square feet) which will now be conveyed to the Town. The expected cost of the conveyance will be in the $5,000 range and will be absorbed by the prior appropriation for the construction project.

MOVED: That the Town vote to authorize the Board of Selectmen to acquire by gift, purchase or eminent domain a portion of land from 280 Hillside Avenue, Needham, for the purposes of maintaining a sidewalk as part of the public way known as Hillside Avenue.

Mr. Maurice P. Handel, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that a small friendly portion of land next to the new Senior Center was needed in order for the sidewalk to meet the standard for passage and sidewalk plowing. He stated that the Board of Selectmen voted unanimously to support this article.

Mr. Richard A. Creem, member, recommended adoption of this article on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 17: HOME RULE PETITION– SALE OF ALL ALCOHOLIC BEVERAGES IN RESTAURANTS WITH FEWER THAN 100 SEATS

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves in writing amendments to the bill before enactment by the General Court. The Town Manager is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

"An act authorizing the Town of Needham to grant certain establishments licenses for the sale of all alcoholic beverages to be drunk on the premise."

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the licensing authority of the town of Needham may issue to restaurants with seating capacities of fewer than 100 people licenses for the sale of all alcoholic beverages to be drunk on the premises.

SECTION 2. Notwithstanding section 11 of chapter 138 of the General Laws as to the time and manner of voting on the question, this act shall be submitted for its acceptance to the qualified voters of the town of Needham at state election or an annual or special town election following the effective date of this act in the form of the following question:-

"Shall an act passed by the general court in the year 2013, entitled 'An Act authorizing the town of Needham to grant certain establishments licenses for the sale of all alcoholic beverages to be drunk on the premises', be accepted?"

If a majority of the votes cast in answer to the question is in the affirmative, this act shall take effect in the town of Needham, but not otherwise.

Except as otherwise provided herein, such licenses shall be subject to the provisions of said chapter 138.

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the board of selectmen.

SECTION 3. This act shall take effect upon its passage.

or take any other action relative thereto.

Article Information: The Town has gradually expanded alcoholic beverage licensing. This article, in the form of a Home Rule Petition, would authorize the Board of Selectmen to approve all-alcoholic beverages licenses for restaurants with fewer than 100 seats. Needham restaurants with fewer than 100 seats currently

may only be licensed for wine and malt beverages. The Selectmen believe this change would improve business opportunities for smaller and niche restaurants, and would be manageable within the Town's system of regulation. Final approval of this change would require a referendum vote.

MOVED: That the Town vote to authorize the Board of Selectmen to petition the General Court, in compliance with Clause (1), Section 8 of Article LXXXIX of the Amendments of the Constitution, to the end that legislation be adopted precisely as follows. The General Court may make clerical or editorial changes of form only to the bill, unless the Town Manager approves in writing amendments to the bill before enactment by the General Court. The Town Manager is hereby authorized to approve amendments that shall be within the scope of the general public objectives of this petition.

"An act authorizing the Town of Needham to grant certain establishments licenses for the sale of all alcoholic beverages to be drunk on the premise."

Be it enacted by the Senate and House of Representatives in the General Court assembled, and by authority of same, as follows:

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SECTION 2. Notwithstanding section 11 of chapter 138 of the General Laws as to the time and manner of voting on the question, this act shall be submitted for its acceptance to the qualified voters of the town of Needham at state election or an annual or special town election following the effective date of this act in the form of the following question:-

"Shall an act passed by the general court in the year 2013, entitled 'An Act authorizing the town of Needham to grant certain establishments licenses for the sale of all alcoholic beverages to be drunk on the premises', be accepted?"

If a majority of the votes cast in answer to the question is in the affirmative, this act shall take effect in the town of Needham, but not otherwise.

Except as otherwise provided herein, such licenses shall be subject to the provisions of said chapter 138.

Below the ballot question shall appear a fair and concise summary of the ballot question prepared by the town counsel and approved by the board of selectmen.

SECTION 3. This act shall take effect upon its passage.

Mr. Daniel P. Matthews, Chairman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen. He explained that this is a Home Rule Petition that would allow the Board to approve all-alcoholic beverage licenses for restaurants with fewer than 100 seats. These restaurants currently may only be licensed for wine and malt beverages. This would better serve the smaller restaurants in Town.

Lisa W. Zappala, member, recommended adoption of this article on behalf of the Finance Committee.

ACTION: The main motion was presented but the Moderator questioned a noise in the auditorium. The motion was presented again and carried unanimously by voice vote.

ARTICLE 18: was previously withdrawn earlier this evening.

ARTICLE 19: was so voted by unanimous consent earlier this evening.

ARTICLE 20: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate $1,543,081 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto.

General Fund	Description	Recommended	Amendment
General Government	Election Equipment	$ 85,000	
General Government	Network Hardware Servers & Switches	$ 30,000	
Public Facilities	Core Fleet	$ 33,600	
Public Facilities	Energy Efficiency Upgrade Improvements	$ 113,078	
Public Facilities	Facilities Maintenance Program	$ 33,581	
Public Facilities	Portable Generator	$ 61,250	
Public Safety	Core Fleet (Building)	$ 45,042	
Public Safety	Core Fleet (Fire)	$ 49,200	
Public Schools	Furniture & Equipment	$ 79,250	
Public Schools	School Copier Replacement	$ 59,620	

General Fund	Description	Recommended	Amendment
Public Schools	Technology	$ 223,751	
Public Works	Core Fleet	$ 387,000	
Public Works	Two Way Radio Upgrade	$ 27,509	
Public Works	Small Specialty Equipment	$ 104,900	
Public Works	Snow & Ice Equipment	$ 210,300	
	Total Appropriation	$ 1,543,081	

Article Information: This article contains those cash capital items deferred from the 2013 Annual Town Meeting.

Election Equipment *The purpose of replacing the Accuvote Electronic Voting System is to update and replace the Town's current voting system purchased in 1994. These machines and the black plastic ballot boxes that hold the machines are currently 19 years old and are beginning to require more and more frequent repairs. There are currently 11 Accuvote machines – one for each of the ten precincts plus one spare machine. Both the read heads and scanner cannot be upgraded due to the age of the equipment. The new Accuvote Voting Machines will have more features. The ballot boxes will be smaller making storage more convenient and accessibility at the polls will be easier. Absentee voters will no longer require special marking pens in order to vote thus making voting easier. Within the next few years, all the machines will be handicapped accessible. The new DS200 Voting Machine is the next generation Optical Scan voting equipment. This voting machine will have a paper ballot and the memory cards have been replaced with memory sticks. Approval of new equipment by the Elections Division of the Secretary of the Commonwealth is required, and has not yet been granted.*

Network Hardware Servers and Switches *The fiscal year 2014 funding request for network servers and switches will support the replacement of older servers, spam filter, virus firewall, and internet filtering, and also the replacement of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and will increase the speed of data within the Town's fiber network. Older servers, both application and data, will be replaced with newer, faster, and more energy efficient servers and attached storage configured for virtualization of hardware and software. Not replacing or updating this equipment can affect Town wide access to email, financial applications, Internet, and data.*

Public Facilities Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicle scheduled to be replaced in FY2014 is a 2001 Ford F250 Pick-Up Truck with a cab that is primarily used by the Town's carpenter. The current vehicle is due for replacement as it is currently beyond its useful life.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
702	PFD	2001	Ford 250 Pick up With Cab	Same	71,897	$33,600

Energy Efficiency Upgrade Improvements *The Town conducted an engineering study for energy upgrades in ten key buildings in the summer of 2011. The results of this study revealed that if the Town makes an initial investment in selected energy upgrades, the cost of these upgrades will pay for themselves within ten years. This funding is planned for some of the more involved projects at the Eliot and Broadmeadow Schools, which will upgrade the already modern buildings and improve their energy usage. Some of these items include retro-commissioning the HVAC system at Broadmeadow, installing motion sensors for the lighting at Broadmeadow, installing timers on the roof top exhaust fans in both buildings, and converting the lighting to more energy efficient lighting in both buildings.*

Public Facilities Maintenance Program *This request funds annual maintenance of public buildings throughout the Town and School Department including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. The portion of FY2014 funding that was approved in the ATM ($432,169 of the $465,750 request) was used for duct cleaning at the C & D Buildings of the High School, asbestos abatement at the Mitchell School, flooring replacement at the Broadmeadow School, xeriscaping at the High School, and water fountain replacement at the Pollard School. Also, with the natural gas line installation on Brookline Street and the replacement of the Pollard boilers, the Department converted the existing Mitchell School boilers to natural gas using remaining parts from the old Pollard boilers. The remaining portion of FY2014 funding request will be used for addressing flooding issues at the Hillside School as well as containment of fuel oil, and accessible routes to and from the building at the Pollard School.*

Portable Generator *It has been determined by emergency planning personnel that the new Senior Center will be a location for use as a respite shelter for residents during power outages. This request will fund the purchase of a 100kW portable generator that can be temporarily installed at the Senior Center to ensure comfort and safety to those occupying the site. The Center has been designed to accommodate the use of an external, portable generator.*

Building Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. The FY2014 – 2018 Capital Plan included a recommendation for the replacement of Unit #456, a 2002 Ford Taurus Sedan, with a Ford Hybrid Escape. Since that time, the Department has experienced a reduction in the availability of Unit #454 due to the*

number of repairs. As a result, the Building Commissioner has evaluated the previous request, and proposes the elimination of the request for a Ford Escape, and the replacement of two Ford Taurus vehicles (units #456 and #454) with Ford Fusion vehicles. The MPG for the Fusion is a combined 28 MPG.

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
456	Building	2002	Ford Taurus	Ford Fusion	74,510	$22,521
454	Building	2005	Ford Taurus	Ford Fusion	54,575	$22,521

Fire Department Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. This request is to replace a 2004 Ford pick-up truck with a utility body. The truck functions primarily as a brush fire truck, but has many other uses. In the winter months, the modular brush unit and water tank is removed, and the truck is used to transport materials and emergency equipment. This vehicle is also used to tow fire department rescue boats, the hazardous materials trailer, the firefighting foam trailer, the mass decontamination trailer, and the Health Department Emergency Dispensing Trailer.*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
C-6	Fire	2004	Pick-up with Utility Body	Same	29,560	$49,200

School Furniture, Musical Instruments, Fitness Equipment and Graphic Arts Equipment

Musical Equipment
The purpose of this program is to replace musical instruments, especially large string instruments and pianos, which are over 25 years old. After decades of heavy use, many of the School Department's string instruments are no longer usable or repairable. The older pianos, while still usable, are costly to repair and maintain. The Department is in the ninth year of the replacement cycle, and continues to see major improvement in the quality of musical instruments available for student use. Funding in the final year of the replacement cycle (FY2014, for $15,000) would replace the grand piano in the Newman School Auditorium. The Department intends to change the replacement program to an expansion program due to population growth in fiscal years 2015 – 2018 and beyond.

School Furniture
This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. At the end of FY2014, all furniture in poor condition will have been replaced at these schools. Beginning FY2015, the replacement cycle funding will be used to replace furniture in fair condition at these schools. Unless circumstances dictate otherwise, the FY2014 funding (of $41,600) is planned for the Newman School.

Fitness Equipment
The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five years for treadmills, six years for cross trainers, eight years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven for treadmills, nine years for cross trainers, eight years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2014 funding (of $14,380) is planned for three spinning bikes and one treadmill.

High School Graphics Production Room
This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective graphic arts services to the school community, as well as hands-on training for students in the field of professional graphics and printing production. Unless circumstances dictate otherwise, the FY2014 funding (of $8,270) is intended for purchase of a vinyl cutter – heavy duty, a thermal transfer press, a flash dryer, and a paper jogging machine.

School Copiers *Photocopiers are used throughout the District by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework, exams, teaching packets, etc. Currently, the School Department owns 44 copiers and 4 RISO duplicating machines. Copier replacement is planned on a lifecycle basis, using information about actual usage and the manufacturer's total estimated capacity. A seven-year maximum duty cycle is assumed for most machines. Copiers that are heavily used are replaced more frequently, while copiers that are more lightly used are replaced at year seven or beyond, or when replacement parts are difficult to obtain and the cost of maintaining the equipment becomes prohibitive. Copiers are routinely redeployed around the District as needed, to match anticipated use with copier capacity. The requested funding for FY2014 ($59,620) will replace eight copiers/RISO machines.*

School Technology

Interactive Whiteboard Technology
This program funds the purchase and installation of whiteboard technology in the Needham schools. Unless circumstances dictate otherwise, the FY2014 funding request (of $22,600) is planned for Broadmeadow, Mitchell and Pollard. The overall number of whiteboards to be installed at Pollard and Broadmeadow has increased due to room reallocation at Broadmeadow and the use of the modular classrooms at Pollard.

School Department NPS 1:1 initiative
This program continues the initiative to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High School. The FY2014 request expands the program to all Grade Eight students during the 2013/2014 school year and purchases tablet devices for the remaining Pollard Grade Eight teachers. It also prepares for the expansion to Grade Seven and Needham High School in 2014/2015 by installing additional wireless access points at Pollard and Needham High School and purchasing tablet devices for teachers at Grade Seven and at Needham High. Since $132,000 of the $145,000 total funding request was awarded at May 2013 Annual Town Meeting, the November Special Town Meeting funding request is for the remaining funds ($13,000) to implement the FY2014 plan.

Technology Innovation
In past years, the School Technology Request has included funding for computer replacements, interactive whiteboards and most recently, 1:1 tablet technology. The focus on technology replacement does not allow school staff to evaluate and experiment with emerging technologies that might foster student learning and achievement. The purpose of this request is to support experimentation on a small scale, which will be useful for assessment and for building staff capacity. Specifically, the FY2014 request (for $25,000) is for the purchase of eReaders, such as Kindles and Nooks for use in school libraries and for the purchase of iPads for experimentation at the elementary school.

Technology Replacement
The FY2014 technology replacement request will replace 313 teacher, administrator, student, lab and laptop computers, which have reached or are functioning beyond the end of their seven-year lifecycle. Of these, 124 computers are for teachers and administrators throughout the District. Another 163 computers are lab and classroom computers at Eliot, Hillside, Newman, Pollard and the High school. The majority of the computers being purchased will be deployed at the High School. FY2014 represents the second year of the anticipated five-year time frame to replace the High School computers. The request also includes the replacement of four school-based servers, the High School Foreign Language lab server and five district data servers housed at the Educational Technology Center. These servers have been running 24/7 for three or four years and will be re-purposed to less critical functions for two and three years respectively. Additionally, this request will replace eight UPS batteries that support critical servers throughout the District and 47 printers, and will provide funds to analyze the impact of the recent conversion to Apple's new operating system, Lion, on the hundreds of software packages owned by the District. Since $278,049 of the $441,200 total funding request was appropriated at the May 2013 Annual Town Meeting, the November Special Town Meeting funding request is for the remaining funds ($163,151) to implement the FY2014 plan.

DPW Core Fleet *The Core fleet consists of passenger vehicles such as sedans and wagons, vans, pick-up trucks, small dump trucks, and utility trucks. Unless circumstances require otherwise, the vehicles scheduled to be replaced in FY2014 include:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
65	Parks & Forestry	2008	4WD F350 Pick-up Truck	Same	48,900	$51,900
66	Highway	2007	One Ton Dump Truck	Same	51,500	$78,300
6	Highway	2000	Six Wheel Dump Truck	Same	41,300	$178,400
72	Parks & Forestry	2007	One Ton Dump Truck	Same	47,800	$78,400

Two-Way Radio Upgrade *Effective January 2013, the Federal Communications Commission mandated that all existing licensees convert their wideband (25kHz systems) radio systems to narrowband (12.5kHz). The majority of the two-way radios installed in DPW vehicles have been converted to radios that are capable of functioning on narrowband. The purpose of this project is to replace radios that do not comply with the narrowband requirement, and to increase radio capacity at the DPW and other departments at the Public Services Administration Building (PSAB).*

Funds appropriated at the May 2013 Annual Town Meeting ($20,191) supported the purchase of 22 DPW portable radios and three base radios. The remaining allocation will fund six DPW radios, 13 Public Facilities radios, ten Building Department and PSAB radios, and one base radio.

Small Specialty Equipment *This program provides funding to purchase new and replace existing Public Works specialty equipment. This equipment is critical for the efficient operation of the Department's maintenance programs. The purchase of this equipment will increase productivity and expand the use of maintenance dollars. Unless circumstances require otherwise, the equipment scheduled to be replaced in FY2014 includes:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
303	Parks & Forestry	1985	Tractor	Same	N/A	$74,900
356	Parks & Forestry	1985	Aerator	Same	N/A	$30,000

Snow and Ice Equipment *This request will provide funding for equipment used primarily in the Snow and Ice Program. Unless circumstances require otherwise, the vehicles and equipment proposed for replacement in FY2014 are as follows:*

Unit	Division	Year	Description – Existing	Description – Request	Miles	Cost
6A	Highway	2000	Material Spreader	Same	N/A	$32,200
116	Highway	1998	Sidewalk Tractor (Track)	Same	N/A	$169,300
66A	Highway	2006	Material Spreader	Same	N/A	$8,800

MOVED: That the Town vote to raise and/or transfer and appropriate $1,543,081 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash.

General Fund	Description	Recommended	Amendment
General Government	Election Equipment	$ 85,000	
General Government	Network Hardware Servers & Switches	$ 30,000	
Public Facilities	Core Fleet	$ 33,600	
Public Facilities	Energy Efficiency Upgrade Improvements	$ 113,078	
Public Facilities	Facilities Maintenance Program	$ 33,581	
Public Facilities	Portable Generator	$ 61,250	
Public Safety	Core Fleet (Building)	$ 45,042	
Public Safety	Core Fleet (Fire)	$ 49,200	
Public Schools	Furniture & Equipment	$ 79,250	
Public Schools	School Copier Replacement	$ 59,620	
Public Schools	Technology	$ 223,751	
Public Works	Core Fleet	$ 387,000	
Public Works	Two Way Radio Upgrade	$ 27,509	
Public Works	Small Specialty Equipment	$ 104,900	
Public Works	Snow & Ice Equipment	$ 210,300	
	Total Appropriation	$ 1,543,081	

Mr. Maurice P. Handel, Selectman, addressed this proposal and recommended adoption on behalf of the Board of Selectmen. He stated that the total appropriation of $1,543,081 will be transferred from Free Cash. Because Free Cash had not been certified in May, 2013 the General Fund Cash Capital article had been deferred.

Mr. Richard A. Zimbone, member, advised that the Finance Committee reviewed each capital item and recommended adoption.

ACTION: The main motion was presented and carried by unanimously by voice vote.

ARTICLE 21: was adopted by unanimous consent earlier this evening.

ARTICLE 22: APPROPRIATE FOR PROPERTY ACQUISITION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $1,458,000 for the acquisition of real property known as 66-70 Chestnut Street, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article Information: Over the past two years, the Town has appropriated funds for the acquisition of real property on Lincoln Street and School Street immediately adjacent to the municipal parking lot and the Police and Fire Station. These four parcels will be converted to a parking lot for municipal public parking and Police and Fire parking within the next few months. The Town has the opportunity to acquire an additional parcel located at 66 – 70 Chestnut Street, immediately adjacent to the Police and Fire Station on Chestnut Street to the South, the driveway to the Chestnut Street Parking Lot to the North, and the previously acquired property (37-30 Lincoln Street) to the East. The parcel will be an important component in the on-going evaluation of renovation or possible reconstruction of the Police and Fire Station that is contained in the Facility Master Plan – helping to ensure that a fully modern station can remain centrally-located in Needham Center. If the acquisition is approved, the Board of Selectmen will consider a range of options for use of the property and the structures in the interim period, including meeting space, temporary work space, conference space, swing space to accommodate other construction projects, and possible lease of the structure to a third party for commercial use.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $1,458,000 for the acquisition of real property known as 66-70 Chestnut Street, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7.

Mr. Maurice P. Handel, Selectman, addressed this proposal and urged support on behalf of the Board of Selectmen. He explained that the purchase of the 66-70 Chestnut Street property will allow for the expansion of the Police and Fire stations.

Lisa W. Zappala, member, addressed this proposal on behalf of the Finance Committee. She explained that the Finance Committee also views the purchase of this property as a strategic plan for the expansion of the Police and Fire stations. The Finance Committee unanimously supports this article.

In response to an inquiry from Deborah S. Winnick, Kate Fitzpatrick, Town Manager, acknowledged that appropriation of $1,458,000 is less the deposit of $75,000.

Mr. Jason R. Gragg expressed concern with the high cost of this property.

In response to an inquiry from Aaron M. Pressman, Mr. Handel advised that the Board of Selectmen considers this purchase part of the town's strategic plan. Mr. Handel also advised that the purchase price for this property was negotiated and the Board of Selectmen believes that this is a good value for us.

ACTION: The main motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and passed by two-thirds declared by the Moderator on a voice vote.

ARTICLE 23: was adopted by unanimous consent earlier this evening.

At this time the Moderator thanked the Town Clerk and her staff; the Board of Selectmen and Town Manager, Kate Fitzpatrick; Sandy Cincotta, Support Services Manager, Pages Hanna Kenney and Cassie Wade for manning the microphones, and everyone who makes our Town Meeting run smoothly.

At 11:35 P.M. Mr. Daniel P. Matthews on behalf of the Board of Selectmen offered the following Resolution:

THE FOLLOWING RESOLUTION

was offered

In memory of Robert F. Day

WHEREAS: Robert F. "Bob" Day was born and raised in Needham. He was a member of the baseball, basketball, and track teams at Needham High School, graduating in 1928; and

WHEREAS: Bob Day continued his basketball and track careers at Northeastern University School of Business, graduating in 1934; and

WHEREAS: Bob Day married the late Dorothy Roberts and together they raised their three children John, William and Virginia in Needham; and

WHEREAS: After college, Bob Day worked for his father's company, John R. Day General Building Contractors, and took over the business when his father died; and

WHEREAS: Bob Day served as president of the Needham Cooperative Bank, and was instrumental in shaping that institution as one that has generously supported the community in so many ways; and

WHEREAS: Bob Day was a Rotarian for over 60 years, where he had 56 years of perfect attendance. He was a member of the Ancient and Honorable Artillery Company, Norfolk Lodge AF & AM, and the Aleppo Temple Shrine. He was an active member of Christ Episcopal Church, and served as president of the Needham Golf Club, the Needham Young Republicans Club, and the Village Club; and

WHEREAS: Bob Day was a member of the Board of Assessor's from 1956 to 1968, serving as Chair in 1962, 1963, and 1968. A committed assessor at heart, Bob served as president of the Massachusetts Assessors Association, the Northeast US and Canada Assessors Association, and on the Board of the International Board of Assessors; and

WHEREAS: Bob Day was the Chairman of the Pollard School Building Committee and Vice Chairman of the Newman School Building Committee; and

WHEREAS: Bob was a Town Meeting Member for thirty years, from 1938 to 1968;

NOW THEREFORE, be it resolved by this body that the November 4, 2013 Special Town Meeting be dissolved in honor of the many civic and community contributions of Bob Day to the Town of Needham.

ACTION: At 11:35 P.M. the Resolution was presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

RECORD OF THE ANNUAL TOWN ELECTION
Tuesday April 8, 2014

Pursuant to a Warrant issued by the Selectmen February 25, 2014, the Inhabitants of the Town of Needham qualified to vote in elections met at the polling places designated for the several precincts in said Needham on Tuesday, the eighth day of April in the year 2014 at seven o'clock in the forenoon for the purpose of nominating Town Officers and Town Meeting Members. The polls remained open until 8:00 o'clock in the afternoon.

The meeting was called to order and the Wardens of the Precincts read the Warrant and the Officer's Return.

The ballot boxes were inspected and found to be empty and with the zero report printed. The boxes were then locked and the keys delivered to the Police Officers in attendance.

The ballot clerks were sworn to the faithful performance of their duties by their respective Wardens.

The polling places had been designated as follows:

Precinct A – The Center at the Heights
Precinct B – The Center at the Heights
Precinct C - Newman School - Gymnasium
Precinct D - Newman School - Gymnasium
Precinct E – Broadmeadow School – Performance Ctr.
Precinct F – Needham High School – Gym B
Precinct G – Needham High School – Gym B
Precinct H – Broadmeadow School -- Performance Ctr.
Precinct I- William Mitchell School - Gymnasium
Precinct J- William Mitchell School - Gymnasium

The polls were opened at forty-five minutes after six o'clock in the forenoon and were kept open until eight o'clock in the afternoon.

Cards of instruction and specimen ballots were posted as required by Section 48, Chapter 54 of the General Laws.

ARTICLE 1: ANNUAL TOWN ELECTION
To choose by ballot the following Town Officers:

One Moderator for One Year;
Two Selectmen for Three Years;
One Assessor for Three Years;
Two Members of School Committee for Three Years;
One Member of School Committee for Two Years;
One Trustee of Memorial Park (trustee of soldiers' memorials – veteran) for Three Years;
Three Trustees of Needham Public Library for Three Years;
One Member of Board of Health for Three Years;
One Member of Planning Board for Five Years;
One Member of Needham Housing Authority for Five Years;
One Commissioner of Trust Funds for Three Years;
One Member of Park and Recreation Commission for Three Years;
Two Constables for Three Years.
Eight Town Meeting Members from Precinct A for Three Years;
Eight Town Meeting Members from Precinct B for Three Years;
One Town Meeting Member from Precinct B for Two Years;
Eight Town Meeting Members from Precinct C for Three Years;
Eight Town Meeting Members from Precinct D for Three Years:
One Town Meeting Member from Precinct D for Two Years;
Eight Town Meeting Members from Precinct E for Three Years;
Eight Town Meeting Members from Precinct F for Three Years;
One Town Meeting Member from Precinct F for One Year;
Eight Town Meeting Members from Precinct G for Three Years;
Eight Town Meeting Members from Precinct H for Three Years;
Eight Town Meeting Members from Precinct I for Three Years;
Eight Town Meeting Members from Precinct J for Three Years.

ARTICLE 2: BALLOT QUESTION

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 1: BALLOT QUESTION: Authorizing the Town to Grant Certain Licenses for the Sale of All Alcoholic Beverages to be Drunk on the premises.

"Shall the Town of Needham, acting through its licensing authority, be granted the authority to issue licenses for the sale of all alcoholic beverages to be drunk on the premises to restaurants with a seating capacity of fewer than 100 persons?"

Summary: Acceptance of this act by the voters of the Town of Needham will authorize its Board of Selectmen to issue licenses for the sale and serving of all alcoholic beverages by restaurants with a seating capacity of less than 100 persons to be consumed on the premises. All other provisions of General Laws, Chapter 138 (Alcoholic Liquors) shall apply to the sale and serving of alcoholic beverages by restaurants with a seating capacity of less than 100 persons."

ARTICLE 3: BALLOT QUESTON

To submit the following question upon the official ballot to the voters of the Town:

QUESTION 2: GENERAL OVERRIDE: SCHOOL DEPARTMENT

"Shall the Town of Needham be allowed to assess an additional $1,548,410 in real estate and personal property taxes for the purpose of funding operating expenses for the Public Schools for the fiscal year beginning July first, two thousand fourteen?"

And you are hereby directed to serve this Warrant by posting copies thereof in not less than twenty public places in said Town at least 7 days before said meeting.

Hereof fail not and make due return of this Warrant with your doings thereon unto our Town Clerk on or after said day and hour.

The ballot box returns in the Precincts were as follows:

PRECINCTS	A	B	C	D	E
7:00 A.M.	0	0	0	0	0
8:00 A.M.	15	41	41	30	50
9:00 A.M.	37	59	68	57	77
10:00 A.M	81	74	98	91	109
11:00 A.M.	123	129	142	129	131
12:00 NOON	158	147	179	157	186
1:00 P.M.	177	178	195	185	208
2:00 P.M.	198	232	215	207	242
3:00 P.M.	225	265	247	242	260
4:00 P.M.	255	292	285	271	298
5:00 P.M.	278	326	318	320	359
6:00 P.M.	310	340	389	364	423
7:00 P.M.	380	418	456	421	501
8:00 P.M.	418	457	500	473	573

PRECINCTS	F	G	H	I	J
7:00 A.M.	0	0	0	3	0
8:00 A.M.	28	32	52	55	48
9:00 A.M.	65	72	91	92	73
10:00 A.M.	99	106	139	131	93
11:00 A.M.	144	167	202	199	132
12:00 NOON	166	202	244	227	170
1:00 P.M.	196	257	280	273	197
2:00 P.M.	230	298	308	309	218
3:00 P.M.	257	310	366	345	249
4:00 P.M.	299	351	383	388	273
5:00 P.M.	341	398	441	429	315
6:00 P.M.	413	462	498	590	372
7:00 P.M.	481	561	552	634	428
8:00 P.M.	535	623	619	658	469

The Town Clerk upon receipt of the returns from the several precincts forthwith canvassed the same and announced the official results at 10.22 P.M., April 8, 2014.

The total number of votes cast was as follows:

	Total
Precinct A	419
Precinct B	457
Precinct C	500
Precinct D	475
Precinct E	573
Precinct F	535
Precinct G	623
Precinct H	619
Precinct I	658
Precinct J	469
TOTAL	**5,328**

(The absentee ballots are included in the Total Vote)

TOTAL VOTE CAST – 5,328
(26.52% of Registered Voters)

The result of the balloting was as follows:

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	419	457	500	475	573	535	623	619	658	469	5,328
MODERATOR (for one year) (Vote for One)											
Michael K. Fee	286	330	368	343	409	368	445	447	467	332	3,795
Scattered Write-Ins	2	4	2	7	7	2	3	2	5	3	37
Blanks	131	123	130	125	157	165	175	170	186	134	1,496
SELECTMAN (for three years) (Vote for Not More Than Two)											
Matthew D. Borrelli	284	306	352	321	395	331	415	420	442	329	3,595
Marianne B. Cooley	238	292	310	299	373	311	393	392	435	296	3,339
Scattered Write-Ins	2	9	2	10	3	4	0	7	8	5	50
Blanks	314	307	336	320	375	424	438	419	431	308	3,672
ASSESSOR (for three years) (Vote for One)											
Kurt Paul Ochalla	252	280	318	295	368	300	388	381	418	305	3,305
Scattered Write-Ins	2	3	1	2	2	0	3	4	4	1	22
Blanks	165	174	181	178	203	235	232	234	236	163	2,001
SCHOOL COMMITTEE (for three years) (Vote for Not More Than Two)											
Michael J. Greis	248	306	329	306	379	324	413	389	428	294	3,416
Kim Marie Nicols	240	293	307	292	351	303	385	360	400	282	3,213
Scattered Write-Ins	5	4	1	9	4	3	4	4	5	3	42
Blanks	345	311	363	343	412	440	444	485	483	359	3,985
SCHOOL COMMITTEE (for two years) (Vote for ONE)											
Aaron M. Pressman	245	275	315	295	369	301	374	365	400	280	3,219
Scattered Write-Ins	0	3	2	8	3	0	3	4	2	2	27
Blanks	174	179	183	172	201	234	246	250	256	187	2,082
TRUSTEE OF MEMORIAL PARK (Trustee of soldier's memorials – Veteran) (for three years)(Vote for One)											
John S. Gallello	275	301	330	314	377	330	399	412	432	315	3,485
Scattered Write-Ins	1	2	2	1	3	0	1	3	2	0	15
Blanks	143	154	168	160	193	205	223	204	224	154	1,828
TRUSTEE OF NEEDHAM PUBLIC LIBRARY (for three years) (Vote for Not More Than Three)											
Richard C. Hardy	228	267	299	288	332	280	348	359	381	266	3,048
Thomas M. Harkins	243	276	308	307	369	316	383	381	414	288	3,285
Carol Jean Thomas	232	272	298	290	330	291	370	362	388	271	3,104
Scattered Write-Ins	2	5	0	0	1	0	1	1	4	2	16
Blanks	552	551	595	540	687	718	767	754	787	580	6,531
BOARD OF HEALTH (for three years)(Vote for One)											
Edward V. Cosgrove III	250	300	323	311	372	312	408	397	428	301	3,402
Scattered Write-Ins	1	2	0	2	3	1	1	1	2	0	13
Blanks	168	155	177	162	198	222	214	221	228	168	1,913
PLANNING BOARD (for five years)(Vote for One)											
Jeanne S. McKnight	245	291	324	304	356	325	395	394	413	291	3,338
Scattered Write-Ins	1	6	0	3	2	1	2	3	4	0	22
Blanks	173	160	176	168	215	209	226	222	241	178	1, 968

TOWN OFFICES

	A	B	C	D	E	F	G	H	I	J	TOTAL
Total # of Votes Cast	419	457	500	475	573	535	623	619	658	469	5,328
NEEDHAM HOUSING AUTHORITY (for five years)(Vote for One)											
No Nominations											
David Shubow	9	-	-	-	-	-	-	-	-	-	9
Scott M. Brightman	8	7	14	11	1	10	1	9	12	8	81
Marjorie Dean	5	-	2	7	-	4	-	3	-	2	23
Matt Lockwood Mullaney	-	-	2	-	-	-	2	-	-	-	4
John Gallello	-	-	-	-	2	-	-	-	-	-	2
Ryan Sullivan	-	-	-	-	2	-	-	-	-	-	2
Theresa Bricker	-	-	-	-	-	-	-	4	-	-	4
Marco Poolman	-	-	-	-	-	-	-	-	-	2	2
Scattered Write-Ins	12	19	16	21	27	29	22	28	30	21	225
Blanks	385	431	466	436	541	492	598	575	616	436	4,976
COMMISSIONER OF TRUST FUNDS (for three years)(Vote for One)											
Barry J. Coffman	244	269	320	300	367	307	388	393	415	294	3,297
Scattered Write-Ins	1	3	0	2	2	0	1	3	2	0	14
Blanks	174	185	180	173	204	228	234	223	241	175	2,017
PARK & RECREATION COMMISSION (for three years)(Vote for One)											
Matthew Michael Toolan	250	279	314	294	357	312	388	382	418	300	3,294
Scattered Write-Ins	0	2	1	2	1	0	3	2	5	3	19
Blanks	169	176	185	179	215	223	232	235	235	166	2,015
CONSTABLE (for three years)(Vote for Not More Than Two)											
Paul F. Hunt	251	271	307	294	349	304	375	368	407	287	3,213
Charles G. Wright	225	260	295	274	337	282	357	356	377	276	3,039
Scattered Write-Ins	0	3	0	2	2	1	1	2	2	1	14
Blanks	362	380	398	380	458	483	513	512	530	374	4,390
BALLOT QUESTION #1 Sale of All Alcoholic Beverages by Restaurants with a seating capacity of less than 100 persons											
Yes	326	364	418	403	480	438	537	509	551	388	4,414
No	84	85	80	67	86	87	77	94	99	69	828
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	9	8	2	5	7	10	9	16	8	12	86
BALLOT QUESTION #2 General Override: School Department $1,548,410											
Yes	201	243	268	263	324	315	374	333	398	265	2,984
No	217	209	231	209	246	211	247	280	257	200	2,307
Scattered Write-Ins	0	0	0	0	0	0	0	0	0	0	0
Blanks	1	5	1	3	3	9	2	6	3	4	37

TOWN MEETING MEMBERS

** Not Elected*
*** Tie Vote*

PRECINCT A (For three years) (Vote for Not More Than Eight)

Alan J. Davidson	196	Louise I. Schneider	187
John D. Genova	191	Nicholas P. Sterling	180
Cheryl A. Gosmon	186	* Thomas H. Hannigan	147
Mary E. Keane-Hazzard	215	Carolyn M. Spiros	211
Norman F. O'Brien, Jr.	190	Scattered Write-Ins	6

PRECINCT B (For three years) (Vote for Not More Than Eight)

Cathy M. Freedberg	253	Kevin T. Pendergast	254
Elizabeth Jane Grimes	254	Steven M. Rosenstock	254
David C. Harris	256	Write-In:	
Catherine E. Kurkjian	247	Jodi Lynn Rooney	2
Richard B. Moody	248	Scattered Write-Ins:	2

PRECINCT B (For two years) (Vote for One)

Write-Ins:		** Robin C. Gamrathschauman	1
** Michelle Limaj	1	** Elizabeth A. Hurley	1
** Kevin Patrick Daly	1	** Lori A. Markell	1
		Scattered Write-Ins:	3

PRECINCT C (For three years) (Vote for Not More Than Eight)

Peter A. Alpert	294	James D. Masterman	279
Bruce S. Barnett	275	Louise L. Miller	284
Paula R. Callanan	280	Write-Ins:	
David R. Cox	277	Adam L. May	1
Mark J. Gluesing	275	George S. Pultz	1
Carl J. Lueders	276	Scattered Write-Ins	2

PRECINCT D (For three years) (Vote for Not More Than Eight)

Cynthia Conturie	254	Richard J. Lunetta	269
Ross M. Donald	249	Richard S. Mann	255
Joshua W. Levy	254	Gary B. McNeill	252
Thomas F. Soisson	257	* Stephen G. Cromp	2
Write-Ins:		* Jeff Katz	2
Lori Burgiel	9	Scattered Wrote-Ins	11
* Michael Niden	5		

PRECINCT D (For two years) (Vote for One)

Write-Ins.		** David A. Zuzelo	1
Lori Burgiel	2	** William Thomas Whiteley	1
** Christopher J. Gerstel	1	** Michael L. Niden	1
** Michael H. McNaughton	1	** Serge J. Zdanovich	1
** John J. Regan	1	Scattered Write-Ins:	20

TOWN MEETING MEMBERS

** Not Elected*
*** Tie Vote*

PRECINCT E (For three years) (Vote for Not More Than Eight)

Theodore M. Crowell	305	Robert R. Braman	292
Lawrence R. Cummings	305	Cynthia J. Wolfe	314
Paul J. Durda	309	Write-Ins:	
Irene M. Francesconi	319	* Claire Bean	2
Linda J. George	309	Scattered Write-Ins	5
Julie E. Stevens	320		

PRECINCT F (For three years) (Vote for Not More Than Eight)

Lawrence J. Cohen	216	Barry R. McDonough	205
Rochelle E. Goldin	258	Michael McKay	217
Carl Goldstein	221	* Stephen L. Dornbusch	174
John P. Kirk	211	Mary E. Piltch	258
Mary Anne MacMahon	215	Scattered Write-Ins:	8

PRECINCT F (For one year) (Vote for One)

John P. Connelly	193	Scattered Write-Ins	3
* Jacob M. Grossman	166		

PRECINCT G (For three years) (Vote for Not More Than Eight)

Paul H. Attridge	348	Robert T. Smart, Jr.	346
Julia C. H. Blake	359	Write-Ins:	
Richard DeMeis	340	Georgina Y. Keyes	38
Robert J. Dermody	358	* Sharman Priauly	20
Andrew J. Pittman	334	* Charlotte B. Sidell	12
Kathleen D. Robey	350	Scattered Write-Ins:	14

PRECINCT H (For three years) (Vote for Not More Than Eight)

Julia Satti Cosentino	326	Richard A. Zimbone	323
Michael C. Kardok	315	Write-Ins:	
Nancy E. McCarthy	333	Terrence P. Noonan	13
Mark McDonough	330	* James Gerard Healy	5
Peter R. Olive	329	Scattered Write-Ins:	5
Harmony H. Wu	340		

PRECINCT I (For three years) (Vote for Not More Than Eight)

Jill C. Kahn-Boesel	349	Write-Ins:	
Lorraine M. Murphy	351	Mary D. Tibma	15
David Paul Supple	370	Nancy E. Sexton	5
Maura O. Walsh	353	* Todd L. Glaskin	4
Lisa Dannibal Bagshaw	360	* Rachel Ann Weinstock	3
David J. Ecsedy	322	Scattered Write-Ins:	32

TOWN MEETING MEMBERS

** Not Elected*
*** Tie Vote*

PRECINCT J (For three years) (Vote for Not More Than Eight)

Catherine J. Barker	212	Jane B. Murphy	204
James S. Bonasia	225	Karen R. Shannon	206
Stuart B. Chandler	203	* Elizabeth Nicole Kapony	147
Robert A. Downs	192	* Genevieve C. McLaugthlin	173
Marcia C. Mather	219	Scattered Write-Ins:	7
Michael M. Mathias	193		

The ballots cast in the several precincts were returned to the Town Clerk in the sealed containers. The voting lists used at the entrance to the polling place and at the ballot boxes and a copy of the precinct record of the election were also returned, all properly sealed in conformity with the laws governing elections.

Adjourned at 10:22 P.M., April 8, 2014.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST

* * * * * * * * * *

ELECTION
(To break A Tie Vote in Precinct B
Of Five Write-In Candidates for a Two-Year Term)
Tuesday, April 22, 2014
7:30 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct B was held on Tuesday, April 22, 2014 at 7:30 P.M. for the purpose of electing one of five write-in candidates receiving tie votes to fill the vacancy in the elected membership of Town Meeting Members in Precinct B for a two-year term. The ballots were cast with the following results:

Lori A. Markell	5	Votes
Michelle Bess Limaj	3	Votes
Kavin Patrick Daly	0	Votes
Robin C. Gamrathschauman	1	Vote
Elizabeth A. Hurley	0	Vote

ELECTION
(To break A Tie Vote in Precinct B
Of Five Write-In Candidates to fill a vacancy
For a One-Year Term)
Tuesday, April 22, 2014
7:30 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct B was held on Tuesday, April 22, 2014 at 7:30 P.M. for the purpose of electing one of two write-in candidates receiving tie votes to fill the vacancy in the elected membership of Town Meeting Members in Precinct B for a one-year term. The ballots were cast with the following results:

Michelle Bess Limaj	5	Votes
Kavin Patrick Daly	1	Votes
Robin C. Gamrathschauman	0	Votesa
Elizabeth A. Hurley	1	Vote
Lori A. Markell	2	Votes

ELECTION
(To break A Tie Vote in Precinct C
Of Two Write-In Candidates To Fill a Vacancy
For a One-Year Term)
Tuesday, April 22, 2014
8:00 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct C was held on Tuesday, April 22, 2014 at 8:00 P.M. for the purpose of electing one of two write-in candidates receiving tie votes to fill the vacancy in the elected membership of Town Meeting Members in Precinct C for a one -year term. The ballots were cast with the following results:

Adam L. May	3	Votes
George S. Pultz	2	Votes

ELECTION
(To break A Tie Vote in Precinct D
Of Six Write-In Candidates for a Two-Year Term)
Tuesday, April 22, 2014
8:15 P.M.

In accordance with Section 9, Chapter 403 of the Acts of 1971 (Town Charter), a meeting of the Town Meeting Members from Precinct D was held on Tuesday, April 22, 2014 at 8:15 P.M. for the purpose of electing one of six write-in candidates receiving tie votes to fill the vacancy in the elected membership of Town Meeting Members in Precinct D for a two-year term. The ballots were cast with the following results:

Michael L. Niden	2	Votes
Christopher J. Gerstel	1	Vote
Michael H. McNaughton	0	Votes
John J. Regan	1	Vote
David A. Zuzelo	1	Vote
William Thomas Whiteley	0	Votes

RECORD OF ANNUAL TOWN MEETING
Monday, May 5, 2014

Pursuant to a Warrant issued by the Selectmen February 25, 2014 the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall, on Monday, May 5, 2014, at 7:30 o'clock in the afternoon.

The checkers appointed by the Selectmen were sworn to the faithful performance of their duties by the Town Clerk.

Check lists were used and 216 voters, including 213 Town Meeting Members, were checked on the list as being present. Thirty-eight Town Meeting Members were absent.

The Moderator, Michael K. Fee, called the meeting to order at 7:30 o'clock. He asked Town Meeting Members to stand while the Flag was presented by Boy Scouts Justin Ochalla and Jack Gallagher of Troop 10. The Moderator led Town Meeting Members in the Pledge of Allegiance. The National Anthem was sung by the Needham High School Chorale lead by Mr. Jonathan VanderWoude.

At the designation of Heike Werder, Associate Minister, Congregational Church of Needham and President of the Needham Clergy Rev. Jennifer Hitt, Pastor of the Grace Lutheran Church, gave the invocation.

One of our legislators on Beacon Hill, Senator Richard J. Ross, whose district includes Needham Precincts A, B, C, I and J, briefly addressed Town Meeting. Senator Ross currently serves as Minority Whip in the Massachusetts Senate representing towns in Bristol, Middlesex and Norfolk Counties.

The Town Meeting Members were sworn to the faithful performance of their duties by the Town Clerk.

The call to the meeting and the officer's return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator stated that Town Meeting Members may only sit in the first ten (eleven) rows as indicated by the Marshalls and as signified by the pylons. He further noted that there are two microphones which must be used for comments from the floor. Tonight these microphones are being provided to you by Casey Wade and Kayla Kelly Scheib.

The Moderator announced the following ground rules and these were adopted unanimously:

1. Please rise to be recognized and address remarks to the Moderator. When a member is recognized by the Chair, please state your name and precinct clearly so that the Town Clerk may keep accurate records. If for some reason related to a disability a member cannot rise, shout "Mr. Moderator" or raise your hand high to inform the Chair so that appropriate accommodations may be made.

2. Anyone entering or exiting the hall while we are in session must use care not to disrupt the session and in particular, must not slam the doors.

3. No eating, drinking or smoking is permitted in the hall.

4. No firearms or weapons may be brought into the hall.

5. No hats in the hall may be worn except by uniform personnel or for medical reasons.

6. Members and attendees must observe our rules of practice and civility. A speaker will be ruled out of order who refers to individuals or personalities or in the judgment of the Moderator, exceeds the bounds of civility. Please remember that we are ONE community and ONE Town Meeting Family with one common goal: the best interests of our town.

7. All commentary, remarks and inquiries must be addressed to the Moderator as Chair.

8. Your attention is drawn to the disclosure required by an attorney employed by one who has an interest in a matter as set forth in Art. I, Sec. 1.9 of the Needham General By-Laws.

9. Blank forms for lengthy motions are available from Town Counsel, Mr. Tobin, and should be employed. If lengthy or complicated motions are not drafted and submitted for review by the Moderator and Town Counsel prior to being placed on the floor, the speaker will yield the floor to another speaker while the drafting and formulation process is underway.

10. Short motions to amend and procedural motions need not be in writing.

11. Parliamentary motions known as "points of information" and "points of order" shall be strictly construed so as not to elongate or permit debate after a motion to move the previous question has been placed on the floor.

12. Limits on debate shall be enforced by the Moderator.

13. Questions asked for general informational purposes unrelated to the matter under consideration by the meeting shall be ruled out of order.

14. As stated in the Moderator's memorandum to Town Meeting Members in connection with our Annual Town Meeting, inappropriate conduct involving the T.V. cameras shall be dealt with swiftly by the chair and will be deemed to be out of order.

15. Unanimous consent was given to adopt the following limits of debate:

> Committee Chairpersons, Proponents, Attorneys representing proponents – 15 Minutes.
>
> Town Meeting Members, non-Town Meeting Members, visitors other than attorneys – 5 Minutes in total per article.

Rules concerning budget and Cash Capital Articles

In keeping with our tradition, the Moderator sought consent for a rule of procedure and debate for discussion under Article 11, the Fiscal Year 2015 Operating Budget, as well as under Articles 12, 13, and 14, the enterprise fund budgets. That rule would provide that a motion to amend under these articles which adds funds to a particular line item will not be in order unless the moving party identifies another line item or items that will be reduced in order to fund the proposed increase.

Under Article 37, we are addressing the requested funding for distinct capital items under one main motion. The Moderator sought unanimous consent for the same rule of

procedure we have employed with our budget articles and motions. This rule would provide that a motion to amend one of the items within Article 37 will be out of order unless the moving party identifies an item or items within that same Article 37 that will be reduced to fund the increase.

The adoption of the Rules concerning budget and Cash Capital Articles was presented and passed by majority vote as declared by the Moderator.

Hearing no objection, the Moderator finds by majority vote that the remaining rules of practice concerning debate and rules of procedure as described by the Moderator are voted and adopted and the Town Clerk will so record.

The following announcement were made by the Moderator:

1. This Saturday evening the Needham High School Acapella Choir will hold a performance at the High School.

2. The Solarized Needham Committee has reached a major milestone in that a sufficient number of residents signed up to be part of this project to achieve the lower cost per panel.

3. The Needham 9/11 Memorial Committee is planning on erecting a memorial outside the Police and Fire department in memory of 9/11 and our Needham police and fire first responders.

The Moderator reminded Town Meeting Members of the following amendment to the General By-Laws passed under Article 80 at the 1998 Annual Town Meeting: If two-thirds vote of the Town Meeting is required by statute, a count shall not be taken unless it is deemed necessary by the Moderator in the fulfillment of the duties of the office.

The Moderator noted that there are no changes in affirmative motions.

The Moderator announced that the proponents no longer have an interest in Articles 6, 28, 44, and 45 and requested unanimous consent to withdraw these articles. Town Meeting Members indicated that there were no objections to the withdrawal of these articles and it was voted unanimously to withdraw Articles 6, 28, 44, and 45.

The Moderator announced that Articles 11 and 24 are subject to motions to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 4. No Town Meeting Members responded with "question" or "debate" to Articles 9, 13, 15, 26, 29, 33, 34, 35, 36, and 42. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said articles and the votes thereunder are as follows:

ARTICLE 9: APPROPRIATE FOR NEEDHAM PROPERTY TAX ASSISTANCE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $13,805 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy; or take any other action relative thereto.

Article Information: The 2009 Annual Town Meeting voted to establish a Property Tax Assistance Program. The goal of the Board of Selectmen is to set a target annual appropriation for the fund equal to the amount of private contributions to the Town's statutory voluntary tax relief program during the preceding fiscal year, up to a maximum appropriation of $25,000 (2008 dollars). The voluntary fund received $13,805 in fiscal year 2013.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $13,805 for the purpose of funding the Needham Property Tax Assistance Program, said sum to be spent under the direction of the Town Manager and raised from the tax levy.

ACTION: So voted by unanimous consent.

ARTICLE 13: APPROPRIATE THE FY2015 SEWER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Sewer Enterprise

Line #	Description	FY2013 Expended	FTE	FY2014 Current Budget	FTE	FY2015 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$893,432	12.0	$931,141	12.0	$939,465	12.0	
201B	Expenses	$437,388		$369,945		$352,958		
201C	Capital Outlay	$21,830		$25,000		$25,000		
201D	MWRA Assessment	$5,381,187		$5,423,810		$5,468,475		
201E	Debt Service	$1,377,289		$1,500,000		$1,500,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
TOTAL		**$8,111,126**	**12.0**	**$8,284,896**	**12.0**	**$8,320,898**	**12.0**	
FY2015 Budget Percentage Change from FY2014 Budget							0.4%	

and further to meet this appropriation that $463,430 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and $308,000 be transferred from Sewer Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: This article funds the operation of the Town's sanitary sewer system. The Town's sewage collection system consists of more than 130 miles of collector and interceptor sewers, 6,500 sewer manholes, and nine sewer pump stations. The Town's sewer system is a collection system that discharges its wastewater to the Massachusetts Water Resources Authority (MWRA) system for treatment. Approximately 65% of the Town's sewer collection system is a gravity-only system, and 35% of the sewer system is pumped into the gravity system. Needham has two principal points of discharge into the MWRA system and nine other public locations where subdivisions discharge to the MWRA system. Personnel maintain and operate 22 sewer pumps, motors, switchgear, gates, valves, buildings, and grounds contained in nine pumping facilities located throughout town.

The Division also oversees the collection and transportation of Stormwater (drains program) originating from rain and snow storms for discharge into streams, brooks, rivers, ponds, lakes, flood plains and wetlands throughout town. Stormwater and associated discharges are now considered by the federal government as potentially contaminated, and have come under increasingly severe discharge performance standards. The intention is to reduce or eliminate contaminants contained in the flow washed from ground surfaces considered to be harmful to the environment.
The operating budget of $8,320,898 for FY2015 is $36,002 (0.4%) more than the current FY2014 budget. As previously mentioned, the Sewer Enterprise Fund budget includes the costs of the drains program because the daily work is performed by Enterprise Fund staff and operationally it is more effective to budget and monitor this work through the Sewer Enterprise Fund budget. However, the costs not associated with Sewer operations are funded by taxation and not by Sewer use fees. The table below provides a breakout between the sewer operations and the drains program to compare the budget change in the two operations from the current year.

Budget Line	FY2015 Sewer Operations	FY2015 Drains Program	FY2015 Recommended Budget	FY2014 Sewer Operations	FY2014 Drains Program	Current FY2014 Sewer Budget
Salary & Wages	$602,580	$336,885	$939,465	$597,015	$334,126	$931,141
Expenses	$226,413	$126,545	$352,958	$235,135	$134,810	$369,945
Capital Outlay	$25,000	$0	$25,000	$25,000	$0	$25,000
MWRA Assessment	$5,468,475	$0	$5,468,475	$5,423,810	$0	$5,423,810
Debt Service	$1,500,000	$0	$1,500,000	$1,500,000	$0	$1,500,000
Reserve Fund	$35,000	$0	$35,000	$35,000	$0	$35,000
Total	$7,857,468	$463,430	$8,320,898	$7,815,960	$468,936	$8,284,896
	FY2015 Sewer Operations $ Change	FY2015 Drains Operations $ Change	FY2015 Sewer Enterprise $ Change	FY2015 Sewer Operations % Change	FY2015 Drains Operations % Change	FY2015 Sewer Enterprise % Change
Salary & Wages	$5,565	$2,759	$8,324	0.9%	0.8%	0.9%
Expenses	-$8,722	-$8,265	-$16,987	-3.7%	-6.1%	-4.6%
Capital Outlay	$0	$0	$0	0.0%		0.0%
MWRA Assessment	$44,665	$0	$44,665	0.8%		0.8%
Debt Service	$0	$0	$0	0.0%		0.0%
Reserve Fund	$0	$0	$0	0.0%		0.0%
Total	$41,508	-$5,506	$36,002	0.5%	-1.2%	0.4%

The overall operating budget for FY2015 is $36,002 more than the current FY2014 budget, representing an increase of 0.4%. The FY2015 Sewer operations portion of the budget is $41,508 higher, an increase of 0.5% over the current year. Effectively, the increase in the FY2015 budget is due to the MWRA assessment. The preliminary assessment for FY2015 is $44,665 more than the current appropriation. The final assessment from the MWRA will be affected by the amount of sewer rate relief that is provided to the Authority by the Commonwealth, which will not be known until after the budget is voted by the Legislature and approved by the Governor. The FY2015 drains operations portion of the budget is $5,506 less than the current year or a reduction of 1.2%.

The salary and wages line is $939,465 for FY2015 which is an increase of $8,324 or 0.9%. The sewer division has 12 FTE's, of which 11 are members of the NIPEA union. The Town and the DPW union have not yet finalized a successor collective bargaining agreement for FY2015 and therefore any funding required will be presented at a subsequent Town Meeting. There is no increase in the number of funded positions. The expense line is $352,958, which is $16,987 less (or 4.6%) than the current year. Most of this decrease is related to a lower three year average in energy use and a decrease in pump rental costs because the Town purchased an extra pump. Rental costs have been reduced by $6,000 and energy costs were reduced by $12,463 - these reductions were offset by a total increase of $1,476 in three expense lines: professional and technical training ($450), vehicle supplies ($26), and street sweeping related costs ($1,000). As mentioned previously, the preliminary MWRA sewer assessment is $44,665 more than the current budget. The operating capital line is level dollar at $25,000 for FY2015. This line is used to purchase equipment such as sewer pumps and small power equipment. The sewer debt service budget line is also level dollar at $1,500,000 for FY2015 and is based on approved projects, and is in keeping with the overall sewer capital infrastructure-funding plan for long term investments. The reserve fund is level dollar for FY2015. The budget plan for FY2015 includes the use of $308,000 from sewer retained earnings. The $463,430 to be transferred from the tax levy is to pay for drains-related programs. This is a reduction of $5,506 from current year funding.

The Sewer Enterprise Fund also reimburses the general fund for costs incurred and paid by General Fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Sewer Enterprise Fund budget is a self-supporting account. Sewer user fees and charges cover the cost of the sewer operations and the general fund payment supports the drains program.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Sewer Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Sewer Enterprise

Line #	Description	FY2013 Expended	FTE	FY2014 Current Budget	FTE	FY2015 Recommended	FTE	Town Meeting Amendments
201A	Salary & Wages	$893,432	12.0	$931,141	12.0	$939,465	12.0	
201B	Expenses	$437,388		$369,945		$352,958		
201C	Capital Outlay	$21,830		$25,000		$25,000		
201D	MWRA Assessment	$5,381,187		$5,423,810		$5,468,475		
201E	Debt Service	$1,377,289		$1,500,000		$1,500,000		
202	Reserve Fund	Transfers Only		$35,000		$35,000		
TOTAL		**$8,111,126**	**12.0**	**$8,284,896**	**12.0**	**$8,320,898**	**12.0**	
FY2015 Budget Percentage Change from FY2014 Budget							0.4%	

and further to meet this appropriation that $463,430 be raised from the tax levy and transferred to the Sewer Enterprise Fund, and $308,000 be transferred from Sewer Enterprise Fund Retained Earnings.

ACTION: So voted by unanimous consent.

ARTICLE 15: CONTINUE DEPARTMENTAL REVOLVING FUNDS

To see if the Town will vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2014:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	**$4,100**

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	**$60,000**
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	**$75,000**
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	**$3,000**
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	**$25,000**
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	**$75,000**
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	**$25,000**
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	**$819,000**
Facility Activity Use	Director of Facility Operations	Fee-Based Facility Use	Community Facility Use	**$250,000**

or take any other action relative thereto.

Article Information and Summary of M.G.L., Chapter 44, Section 53E ½: A revolving fund established under the provisions of M.G.L., Chapter 44, Section 53E ½ must be authorized annually by vote of the Town Meeting. The fund shall be credited only with the departmental receipts received in connection with the programs supported by such revolving fund, and expenditures may be made from the revolving fund without further appropriation, subject to the provisions of Section 53E ½. The Annual Town Meeting authorization for each revolving fund shall specify: (1) the programs and purposes for which the revolving fund may be expended; (2) the departmental receipts which shall be credited to the revolving fund; (3) the board, department or officer authorized to expend from such fund; and (4) a limit on the amount which may be expended from such fund in the ensuing year. In any fiscal year, the Board of Selectmen and the Finance Committee may approve an increase in the amount to be spent from the revolving fund, but in no event shall any agency, board, department or officer be authorized to expend in any one fiscal year more than one percent of the amount raised by the Town by taxation in the most recent fiscal year for which a tax rate has been certified pursuant to M.G.L., Chapter 59, Section 23.

MOVED: That the Town vote to authorize and continue revolving funds for certain Town departments pursuant to the provisions of M.G.L. Chapter 44, Section 53E ½ for the fiscal year beginning July 1, 2014:

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
Memorial Park	Memorial Park Trustees	Food Concessions	Improvements to Memorial Park	**$4,100**
Local Transportation	Council on Aging Director	MBTA, Grants, Program Receipts	Transportation program for COA	**$60,000**
Yard Waste Processing Program	DPW Director	Town and Participating Communities	Multi-Community yard waste processing program	**$75,000**
Home Composting Bin Account	DPW Director	Sale of Bins	Purchase of additional home composting bins	**$3,000**
Youth Services Activities	Youth Services Director	Program Receipts	Costs related to youth service and community programs	**$25,000**
Traveling Meals Program	Health Director	Program Receipts	Costs related to Traveling meals	**$75,000**

Revolving Fund	Spending Authority	Revenue Source	Use of Funds	FY 2015 Budget
Immunization Fund	Health Director	Program Receipts	Costs associated with immunization and educational programs	**$25,000**
School Transportation Program	School Committee	Fee-Based Transportation Program Receipts	Pupil and other District-wide transportation	**$819,000**
Facility Activity Use	Director of Facility Operations	Fee-Based Facility Use	Community Facility Use	**$250,000**

ACTION: So voted by unanimous consent.

ARTICLE 26: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Town's General By-Laws as follows:

1. Amend Section 5.3 ADMINISTRATION by deleting the second and third paragraphs in **Section 5.3.2 Issuance of Permits** and inserting in place thereof the following second and third paragraphs:

"Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of filing instruct the applicant to file the application directly to the Design Review Board.

The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application."

2. Amend Section 5.4 GENERAL REGULATIONS by inserting in **Section 5.4.2.2 Location** in subsection d) the word "one" after the word "except" and before the word "perpendicular" and by deleting the word "sign" at the end of the first sentence after the word "businesses" so that the first sentence shall read:

"No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12") of a flat wall sign: except one perpendicular sign, blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses, of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk."

3. Amend Section 5.5 **PERMITTED SIGNS** by deleting under Subsection 5.5.3.4 **Temporary**, the word "Temporary" after the words "Except as provided in Section 5.4.2.3d), temporary";

4. Amend Section **5.4.2.3 Type**, subsection d) by inserting the words "or white" in the second line between the words "black" and "colored frame."

Or take any action relative thereto.

Article Information: The 2013 Annual Town Meeting voted to amend the Town's sign by-law. When the revision was incorporated into the General By-laws, several formatting and typographical errors were discovered which are proposed for correction under this article.

MOVED: That the Town vote to amend the Town's General By-Laws as follows:

1. Amend Section 5.3 ADMINISTRATION by deleting the second and third paragraphs in **Section 5.3.2 Issuance of Permits** and inserting in place thereof the following second and third paragraphs:

"Applicants shall file a permit application accompanied by a photograph of the facade to which the sign is to be attached, or the area of intended location if unattached, and two prints of scale drawings of the sign and supporting structure showing placement thereon; the applicant shall also file five copies of the permit application, including five copies of all application materials, with the Design Review Board. (See Section 7.7 Design Review, of the Zoning By-Law.) If an applicant requires guidance as to whether any special permits are required or knows that such permit or permits are required, the applicant may file his application with the Building Inspector. If the Building Inspector finds that the proposed sign is in all respects in conformance with this article, he shall within 35 days of

filing instruct the applicant to file the application directly to the Design Review Board.

The Design Review Board shall review requests for sign permits submitted and shall, within thirty-five (35) days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the sign to the Building Inspector and the applicant. No sign permit shall be issued by the Building Inspector within this thirty-five (35) day period unless said recommendations are sooner received. If approved by the Design Review Board, the Building Inspector shall issue a sign permit within 45 days of the filing of the application."

2. Amend Section 5.4 GENERAL REGULATIONS by inserting in **Section 5.4.2.2 Location** in subsection d) the word "one" after the word "except" and before the word "perpendicular" and by deleting the word "sign" at the end of the first sentence after the word "businesses" so that the first sentence shall read:

"No sign shall extend above or beyond the end of the wall to which it is attached, nor overhang a street or sidewalk by more than the thickness (up to 12") of a flat wall sign: except one perpendicular sign, blade, or projecting sign (hereinafter "projecting sign") is allowed by right, even if it is a second sign, provided it does not, in the opinion of the Board, materially obstruct neighboring signs or businesses, of four (4) feet from the wall and a minimum of eight (8) feet above the sidewalk."

3. Amend Section 5.5 **PERMITTED SIGNS** by deleting under Subsection 5.5.3.4 **Temporary**, the word "Temporary" after the words "Except as provided in Section 5.4.2.3d), temporary";

4. Amend Section **5.4.2.3 Type**, subsection d) by inserting the words "or white" in the second line between the words "black" and "colored frame."

ACTION: So voted by unanimous consent.

ARTICLE 29: ACCEPT THE PROVISIONS OF MGL CHAPTER 59 SECTION 5N – VETERANS' PROPERTY TAX PROGRAM

To see if the Town will vote to accept the provisions of MGL Chapter 59, Section 5N for the purposes of establishing a veteran's property tax program; or take any other action relative thereto.

Article Information: Acceptance of M.G.L. c. 59 Section 5N allows the town to establish a property tax work-off program for veterans, similar to the Town's Senior Corps program. If adopted, eligible veterans will have the opportunity to earn up to $1,000 which is applied to their property tax bill, subject to regulations adopted by the Board of Selectmen. Funding for the program comes from the Overlay Account.

MOVED: That the Town vote to accept the provisions of MGL Chapter 59, Section 5N for the purposes of establishing a veteran's property tax program; or take any other action relative thereto.

ACTION : So voted by unanimous consent.

ARTICLE 33: APPROPRIATE FOR MEMORIAL PARK IMPROVEMENTS

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for soil and related improvements design at Memorial Park, to be spent under the direction of the Town Manager, said sum to be transferred from the 2014 General Reserve; or take any other action relative thereto.

Article Information: This article will fund design work associated with Memorial Park improvements. The current drainage system at Memorial Park has sufficient capacity for typical storms, but is not able to capture the flow of water in severe storms. Additional drainage components and improvements to the soil conditions will help alleviate flooding concerns. Both aspects of the project will improve safety conditions for the athletes on natural turf. Construction funds will be requested at a later time.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $35,000 for soil and related improvements design at Memorial Park, to be spent under the direction of the Town Manager, said sum to be transferred from the 2014 General Reserve.

ACTION : So voted by unanimous consent.

ARTICLE 34: APPROPRIATE FOR VITAL RECORDS PRESERVATION

To see if the Town will vote to raise and/or transfer and appropriate the sum of $52,500 for the preservation of vital records, to be spent under the direction of the Town Manager, said sum to be transferred from the Historic Reserve; or take any other action relative thereto.

Article Information: The Town Clerk is requesting funding for the preservation of some of the Town's vital records dating from the 18th and 19th centuries. All subsequent documents have already been preserved. The records will be restored, de-acidified, and bound into volumes. Information will also be provided in electronic format.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $52,500 for the preservation of vital records, to be spent under the direction of the Town Manager, said sum to be transferred from the Historic Reserve.

ACTION: So voted by unanimous consent.

ARTICLE 35: APPROPRIATE TO COMMUNITY PRESERVATION FUND

To see if the Town will vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2015 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:
A. Administrative and Operating Expenses of the Community Preservation Committee $82,000

Reserves:
B. Community Preservation Fund Annual Reserve $1,272,117

C. Community Housing Reserve	$258,000
D. Historic Resources Reserve	$0
E. Open Space Reserve	$258,000

or take any other action relative thereto.

Article Information: The Town Meeting and the voters approved the Community Preservation Act in 2004. The Fund receives monies through a 2.0% surcharge on local real estate property tax bills with certain exemptions. Adoption of the Act makes the Town eligible to receive additional monies on an annual basis from the Massachusetts Community Preservation Fund. Any expenditure from the Community Preservation Fund must be both recommended by the CPC and approved by Town Meeting. The law requires that at least 10% of the revenue be appropriated or reserved for future appropriation for each of the following purposes: community housing, historic preservation and open space. The Town traditionally sets aside 11% to account for any changes to the revenue estimate or State match that may occur during the year. Up to 5% of the annual revenue estimate may be utilized for the administrative and operational expenses of the Community Preservation Committee. At the end of the fiscal year, unspent administrative funds return to the CPA Annual Reserve.

MOVED: That the Town vote to hear and act on the report of the Community Preservation Committee; and to see if the Town will vote to appropriate a sum pursuant to M.G.L. Chapter 44B from the estimated FY2015 Community Preservation Fund revenues, or to set aside certain amounts for future appropriation, to be spent under the direction of the Town Manager, as follows:

Appropriations:

A. Administrative and Operating Expenses of the Community Preservation Committee	$82,000

Reserves:

B. Community Preservation Fund Annual Reserve	$1,272,117
C. Community Housing Reserve	$258,000
D. Historic Resources Reserve	$0
E. Open Space Reserve.	$258,000

ACTION: So voted by unanimous consent.

ARTICLE 36: RESCIND DEBT AUTHORIZATIONS

To see if the Town will vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Warren Street Water System Rehabilitation	May 2005 ATM	54	$913,500	$30,000
Wastewater Pump Station Great Plain	May 2008 ATM	45	$770,000	$17,800
Total				$47,800

or take any other action relative thereto.

Article Information: When a project is financed by borrowing, the project has been completed, and the bills have been paid, the balance of the authorization that was not borrowed and not reserved for other project obligations may be rescinded. A Town Meeting vote to rescind prevents the Town from borrowing the amount rescinded, and frees up borrowing capacity. In some cases, the full appropriation for a project is not required, due to changes in scope, cost saving measures, or favorable bids.

MOVED: That the Town vote to rescind a portion of certain authorizations to borrow, which were approved at prior town meetings, where the purposes of the borrowing have been completed, and/or it was unnecessary to borrow the full authorization:

Project	Town Meeting	Article	Authorized	Rescind
Warren Street Water System Rehabilitation	May 2005 ATM	54	$913,500	$30,000
Wastewater Pump Station Great Plain	May 2008 ATM	45	$770,000	$17,800
Total				$47,800

ACTION: So voted by unanimous vote.

ARTICLE 42: APPROPRIATE FOR WATER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $729,050 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Filter Media Replacement	$ 238,050	
Water	Water Supply Development	$ 200,000	
Water	System Rehabilitation Program	$ 91,000	
Water	Service Connections	$ 200,000	
	Total Appropriation	$ 729,050	

Article Information:

FILTER MEDIA REPLACEMENT *The filter media greensand is used for manganese removal at the Charles River Water Treatment Facility. Greensand must be replaced frequently and requires additional potassium inputs. A new product, Greensand Plus, is a synthetic alternative to natural greensand that can withstand wider variations in operating conditions and has an extended life. Further, Greensand Plus does not require additional potassium inputs. The Town completed the first of four conversions to Greensand Plus in FY2013. The second conversion was approved for FY2014. The greensand lasts for approximately 15 years so the next scheduled replacement is scheduled for FY2028. This request is for the final two years of conversion, and includes an allocation for repairing the exposed screen – a factor that was encountered in the first year of conversion. Replacing the media in two of the filters simultaneously will be more cost effective in terms of set up time and quicker avoidance of the need for potassium additives.*

WATER SUPPLY DEVELOPMENT DESIGN *In April 2013 the Town redeveloped Well #3 and restored the yield of the well to approximately one third of its original capacity. The original capacity of the well was 50 gallons per foot, and the redevelopment enabled the well to achieve up to 18 gallons per foot. Prior to the redevelopment, the yield of the well was 5 gallons per foot. Since this last redevelopment in April 2013, the well is already showing signs of losing capacity, and is pumping 15 gallons per foot as of September 2013. This well is the least productive of the three wells. While the Department originally proposed the development of a fourth well, the current request is to support the replacement of Well #3. The funding proposed for fiscal year 2015 will support the design and engineering of a replacement well, with a request for construction funding planned for fiscal year 2016.*

WATER SYSTEM REHABILITATION PROGRAM *Under the Water System Rehabilitation Program, the Town's water infrastructure is continually analyzed to assess functionality and performance, and to identify areas in need of repair. Water infrastructure requires ongoing attention and periodic replacement, and portions of the Town's water infrastructure are 75+ years old and approaching the end their useful life. A diligent rehabilitation program encompassing maintenance, repair, and replacement ensures a continual supply of water to the public. The Department of Public Works prioritizes replacement of water pipes based upon pipe condition, water break history, and adequacy of water flow to fire hydrants. Fiscal year 2015 funding is planned for the engineering and design of a new eight inch pipe from Pleasant Street/Howland Street to Dedham Avenue(1,160 linear feet) and engineering and design of a new eight inch water pipe from Norfolk Street/Warren Street to Webster Street (1,300 linear feet).*

SERVICE CONNECTIONS *The purpose of this program is to remove old iron pipe water services that contain lead from the water distribution system. Old iron and lead water services are replaced prior to road reconstruction/paving projects. If the water service connections are not replaced, an element of the subsurface infrastructure is susceptible to failure before the useful life of the reconstructed roadway has been realized. The FY2015 funding will provide approximately one year's value of water service replacements, which will fall in line with the road resurfacing program schedule.*

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $729,050 for Water Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Water Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Water	Filter Media Replacement	$ 238,050	
Water	Water Supply Development	$ 200,000	
Water	System Rehabilitation Program	$ 91,000	
Water	Service Connections	$ 200,000	
	Total Appropriation	$ 729,050	

ACTION: So voted by unanimous consent.

At this time the Moderator continued with the balance of the articles.

ARTICLE 4: COMMITTEE AND OFFICER REPORTS

To hear and act on the reports of Town Officers and Committees.

The Moderator announced that Article 4 requires no action since no committee reports were submitted.

ARTICLE 5: ESTABLISH ELECTED OFFICIALS' SALARIES

To see if the Town will vote to fix the compensation of the following elected officers of the Town as of July 1, 2014, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	$71,522
Town Clerk with 6 years of service in that position	$88,414 (1)
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $5,304, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $47,484. The annual salary of $88,414 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $9,011. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $12,616; or take any other action relative thereto.

Article Information: In accordance with M.G.L. Chapter 41, Section 108, the Town must annually vote to set the salary and compensation for any elected Town officials who receive compensation. The Town Clerk salary has been separated into two categories, newly elected Town Clerk, and Town Clerk with at least six years of service. This is done because Town elections are held in April and Town Meeting would not have a chance to vote on the salary of a newly elected Clerk until after the incumbent had been receiving a higher rate of pay for several months. It has been the practice of the Personnel Board to provide the Town Clerk, the only full-time elected official, with benefits close to that of other full-time employees. Payment for longevity, as well as buy-back of sick leave and vacation no later than the time of separation from Town service, is included in the recommended salary and compensation article. This article also includes provision for a one-time distribution of accumulated and unused vacation leave as of June 30, 2000; such payment to be made no later than the time of separation from Town service.

The annual stipends for the members of the Board of Selectmen have remained unchanged since 1977.

MOVED: That the Town vote to fix the compensation of the following elected officers of the Town as of July 1, 2014, as required by Massachusetts General Laws, Chapter 41, Section 108:

Town Clerk	$71,522
Town Clerk with 6 years of service in that position	$88,414 (1)
Selectmen, Chairman	$1,800
Selectman, Others	$1,500

(1) In addition, such compensation shall also include payment of longevity in the amount of $5,304, the accumulation of 15 days of non-occupational sick leave per fiscal year, and payment for 25% of unused sick leave at the time of retirement from Town Service in accordance with M.G.L. c. 32 or sooner, in an amount not to exceed $47,484. The annual salary of $88,414 includes compensation for five weeks of vacation leave, any unused portion of which will be paid at the time of separation from Town service in an amount not to exceed $9,011. No later than the time of separation from Town service, the Town Clerk shall also be paid for seven (7) weeks of accrued, unused vacation time in an amount not to exceed $12,616.

Mr. Daniel P. Matthews, Selectman, addressed this proposal and recommended support on behalf of the Board of Selectmen. Mr. Richard S. Creem, member, recommended adoption of Article 5 on behalf of the Finance Committee. He explained that the salary of elected officials must be set at Town Meeting. The Town Clerk position is unique in that it is the only full time elected position and thus not part of the Classification Plan.

Mr. Christopher Fisichella rose to request that the salary increase be changed from 2.5% to .25 %. He suggested that the percentage increase is not in line with the current economy. He noted that because he is not a Town Meeting Member, he could not make a motion to amend. Mr. Creem noted that the salary percentage is in line with other employees of the Town.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 6: FUND COLLECTIVE BARGAINING AGREEMENT – ITWA

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Town Workers Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Town Workers Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015.

ARTICLE 6 was previously withdrawn earlier this evening.

ARTICLE 7: FUND COLLECTIVE BARGAINING AGREEMENT – NIPEA/DPW

To see if the Town will vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employees' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015; or take any other action relative thereto.

Article Information: At the time of the printing of the warrant, the parties had not reached agreement on this contract.

MOVED: That the Town vote to approve the funding of a collective bargaining agreement between the Town and the Needham Independent Public Employees' Association, and to appropriate a sum of money to defray the cost of salary and wages provided for under the agreement for fiscal year 2015.

Mr. Daniel P. Matthews, Selectmen, addressed this proposal and recommended adoption of the DPW Union contract on behalf of the Board of Selectmen and the Town Manager.

Richard J. Lunette, Chairman, unanimously recommend adoption on behalf of the Finance Committee.

Holly Anne Clarke expressed concern that the Town is hiring an Assistant to the Superintendent of the Solid Waste & Recycling Division and dropping overtime for staff members.

ACTION: The main motion was presented and carried by majority vote declared on a voice vote.

ARTICLE 8: ACCEPT CHAPTER 73, SECTION 4 OF THE ACTS OF 1986

To see if the Town will vote to accept, for fiscal year 2015 the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption; or take any other action relative thereto.

Article Information: Acceptance of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, permits the Town to grant an additional exemption to certain taxpayers who are surviving spouses, surviving minors of deceased parents, persons over the age of 70, certain veterans and disabled veterans and their surviving spouses, parents of veterans who died in wartime service and blind individuals, and who qualify for an exemption under any one of the following clauses of Section 5 of Chapter 59 of the General Laws: Clauses 17, 17C, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C, 42 or 43. The additional exemption shall be uniform for all exemptions but shall not exceed one hundred percent of a taxpayer's original exemption. No taxpayer may pay less tax than paid on the preceding year, except through the application of General Laws, Chapter 58, Section 8A or Chapter 59, Section 5, clause 18. The taxable valuation of the taxpayer's property shall not be less than ten percent of its fair cash value. Town Meeting must approve the additional exemption on an annual basis. In fiscal year 2014, the cumulative increase above the statutory limit was 99%.

MOVED: That the Town vote to accept, for fiscal year 2015 the provisions of Section 4 of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, which amends Chapter 59 of the General Laws relative to real estate property tax exemptions, and approve an increase in the amount of 100% for each eligible exemption.

Mrs. Marianne B. Cooley, Selectman, recommended adoption of this article on behalf of the Board of Selectmen. She noted that the acceptance of M.G.L. Chapter 73, Section 4 of the Acts of 1986 has been approved in the past.

Mrs. Lisa W. Zappala, member, recommended adoption on behalf of the Finance Committee. She noted that this exemption applied to a limited number of residents.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 9 was adopted by unanimous consent earlier this evening.

ARTICLE 10: APPROPRIATE FOR BLUE TREE REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $35,000 for replacement of the Blue Tree, to be spent under the direction of the Town Manager and transferred from Free Cash; or take any other action relative thereto.

Article Information: The purpose of this article is to provide funding for the replacement of the historic Blue Tree in the Town Common, which is in failing health. The Town's Tree Warden is recommending that it be replaced with a large tree to carry on the Town's long holiday tradition. The plan is to relocate a 12 to 16 inch caliper, 30 foot tall Maple tree. The current Blue Tree is a 30 inch caliper, 70 foot tall Sugar Maple tree.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $35,000 for replacement of the Blue Tree, to be spent under the direction of the Town Manager and transferred from Free Cash.

Mrs. Marianne B. Cooley, Selectman, addressed this proposal on behalf of the Board of Selectmen. She explained that the blue tree is at risk and the plan is to replace this tree next spring after one more holiday season. She also noted that suggestions regarding the blue tree may be sent to bluetree@needhamma.gov.

Mr. John P. Connelly, Vice Chairman, recommendation adoption on behalf of the Finance Committee. He explained the this expense will come from free cash.

In response to an inquiry from Mr. Lawrence J. Cohen, Mrs. Cooley explained that the Board of Selectmen is coordinating this article with another article relating to changes to the Town Common.

In response to a request for a breakdown of costs from Mr. John D. Crimmings, Mr. Connelly explained the sum of $35,000 includes all costs related to installation and the tree itself. Superintendent of Parks and Forestry, Edward Olsen, advised that two-thirds of the cost is related to the tree and the balance is related to the setting of the new tree.

Mr. Adam L. May asked what does "at risk" mean. He noted that it will be a sad, sad day when this tree comes down. Mr. Olsen explained that the tree is at risk and can only get worse. The Town wants to be proactive and make sure there are no injuries from falling branches, etc.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 11: APPROPRIATE THE FY2015 OPERATING BUDGET

To see what sums of money the Town will vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of $40,000, from Free Cash in the amount of $1,650,088, from the overlay surplus in the amount of $500,000, from amounts reserved for debt exclusion offsets in the amount of $105,026, and $475,763 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose; or take any other action relative thereto.

MOVED: That the Town vote to raise, appropriate, and/or transfer for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of $40,000, from Free Cash in the amount of $1,650,088, from the overlay surplus in the amount of $500,000, from amounts reserved for debt exclusion offsets in the amount of $105,026, and $475,763 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose.

The Moderator announced that he will go through the budget line item by line item. If any Town Meeting Member wishes to ask a question or make an amendment, he/she should do so under the particular line item.

A motion to amend the FY2015 Operating Budget was offered by Matthew D. Borrelli as follows :

That the main motion under Article 11 be amended by deleting the following amounts and inserting in place thereof the following:

Line	Description	Changing From	Changing To
3	Group Health Insurance & Benefits	$10,212,592	$10,398,872
20A	Police Department Salary & Wages	$ 5,531,607	$ 5,576,287
24	Needham Public School Budget	$56,643,838	$57,961,288

Mr. Richard J. Lunetta, Chairman, addressed the budget on behalf of the Finance Committee. He noted that the total FY2015 proposed Operating Budget is $129,242,307. Mr. Lunetta expressed his appreciation to the Town Manager, Assistant Town Manager, and Director of Finance for their assistance and cooperation in preparing the FY2015 Operating Budget. He urged adoption of Article 11.

On behalf of the Finance Committee I am proud to present for your review and adoption the FY15 General Fund Operating Budget. The subject of our Committee's work these last seven months could not have been achieved without the cooperative effort of many hands, Town employees, elected citizens, and volunteer boards and committees. It truly does take a village, or in our case a town, to assemble what we are about to discuss and ultimately vote on in just a few moments.

This evening, however, by way of an introduction to Article 11, I will focus at the macro level, if you will, on three areas: projected revenue & expenses in this budget, percent of allocations by department and a few closing reflections.

General Fund Revenue projections for FY15 include increases in all three principle sources of revenue: property taxes, at $111 million, comprising over 81% of revenue, state aid, at $10 million, comprising 8% of revenue and local receipts, at over $8 million, comprising 6.1% of revenue.

Property taxes are the largest source of revenue to the Town is projected to increase by 5% or $5.3 million over FY14. This property tax revenue number is inclusive of the $1.5 million operational override recently approved by the voters. The remaining increase is property tax revenue from FY14 to FY15 or $3.8 million, represents increases to the base levy and new growth.

State aid which includes Cherry Sheet Revenue and MSBA reimbursements is projected to increase by 3.2% or $326,352. Local receipts made up of primarily excise taxes, license fees and permitting fees is up 3.7% or $301,367.

Other revenue is down relative to FY14 by 49% or $4.6 million. This is primarily attributable to the fact that free cash was extraordinarily high in FY14, but also due to decreasing debt service in FY15 which translates to a decrease in taxes that need to be collected for that purpose. As you recall from our last November 2013 session free cash or revenue over expenditure was inordinately high due to some unexpected one time receipts and a certification timing issue with the Commonwealth's Department of Revenue. The free cash being applied to FY15 needs is more in line with what is expected year over year. However this does not have a significant impact on our operating budget since our practices limit the amount of free cash that we use to fund the operating budget. Finally, reimbursements from the CPA and enterprise funds are down from FY14 by 10.7% or $254,204. This is due in large part because CPA's share of the debt service for the Town Hall project will be decreasing by a little over $235,000 in FY15. Thus FY15 General Fund total Revenue is expected to be $137,192,699 or a 4.1% increase over FY14.

Once the total General Fund Revenue amount is arrived at, provisions are made for certain appropriations for items such as cash capital, financial warrant articles, various assessments, abatements and other required payments. The total of these items, all of which are detailed on page 14 of the warrant, is slightly under $8 million, leaving approximately $129,242,000 for our operating budget. This is an increase over the FY14 operating budget by 4%. A detailed discussion of how these funds are allocated is contained in the Finance Committee's report to Town

meeting on pages 1 through 10 in the warrant. The actual line items can be found on pages15 through 21 also in the warrant and as amended found in the Finance Committees handout on the back table.

The three major components of the operating budget are Personnel, Debt Service and Purchased goods and services. We allocated $98,432,128 or 76.2% of the FY15 budget to personnel related costs. This number is up 6.3% from FY14. Unlike manufacturing, the Town does not make anything. A railroad car does not pull up alongside Town Hall and unload raw materials that town employees turn into widgets. Rather, as we all know, the town provides a multitude of services to its citizens. Therefore, it is not surprising that the cost of labor associated with both active employees and retirees should be its largest expenditure from an operating budget perspective. Please note that the increase in FY15 Personnel cost includes the increase of $1.5 million for salaries and benefits due to the voter-approved override. Debt service, the second largest expenditure, at 9% of the FY15 budget, is down 5% or $609,403 from FY14. This is due primarily to reductions in excluded and CPA debt. Payments in the debt schedule are lower. As you may recall, FY14 was a peak year in debt service for the Town Hall project as well as some excluded debt such as the Newman School. The third and last major component, Purchased Goods and Services, comprising 14.9% of the FY15 budget is slightly down by 0.4% or $79,528 from FY14.

The town wide service is covered by the proposed FY15 budget and shows town-wide expenses and the six major categories of town departments. Let me first direct your attention to the FY14 and FY15 pie charts representing the departments by their percentage allocations within the budget. Education at 44.1% and 45.5% respectively holds the lion's share followed quickly by Town wide expenses at 28.6% and 27.4% respectively. A listing of the components of town wide expenses can be found on page 15 of your warrant. All other departments follow with their represented percentages accordingly: Public Safety in olive, Public facilities in purple, Public works in lighter blue, General Government in orange, and Community Services in powder blue.

The FY15 allocation for education, as I referenced earlier, is inclusive of the override. The Finance Committee in accordance with the voter's decision amended its FY15 budget with the following line item adjustments. Please note that these adjustments, by line item, can be found in the Fin Com's amended budget handout on the back table. Line item #24 Needham Public Schools was adjusted upward by $1,317,450 for salaries and programming, line item #3 Group Health Insurance, Employee Benefits and administrative costs was adjusted upward by $186,280 and lastly line item #20A Police Department Salary & Wages was adjusted upward by $44,620 for additional crossing guards needed to cover the expanded hours. All of which equal the approved override amount of $ 1,548,410.

The proposed FY15 appropriations for the six major departments are listed along with the FY14 numbers and their respective percentage changes year over year. I point out once again that a detailed description of the expenses associated with each department can be found in the Finance Committee's report to Town meeting on pages 1 through 10 in the warrant and by line item on pages 15 through 21 also in the warrant, as amended in accordance with the Finance Committee's handout.

In closing, I am sure you come away realizing that the proposed FY15 operating budget, with the exception of a normalized free cash distribution and a levy ceiling increase due to the override tracts similarly to FY14 and finds itself in an environment not dissimilar to that of today where the national economy is improving albeit ever so slowly, federal and state aid continue to track downward, town revenue is modestly growing, operational needs present themselves as more varied and complex, public and private grants may or may not decline and rather large facility expenses loom on our horizon.

In spite of these uncertainties year over year. the Town continues to respond smartly guided by five core principles: I quote them from the Town Manager's FY15 proposed budget book: First, current revenue must be sufficient to support current expenditures; Second, debt must not be used to fund on-going operating expenses; Third, the use of free cash to fund operations should be minimized; Fourth, adequate contingency funds should be maintained and lastly, sufficient maintenance and replacement funds should be allocated to ensure that facilities and equipment are properly maintained (un quote). This "live within your means" approach is both fiscally prudent and strategically wise. Our continued vigilance, careful planning and controlled spending, all with a clear eye to sustainability, will serve to make a vibrant and financially strong Needham even stronger.

On behalf of the Finance Committee, I would like to express our appreciation for the hard work and dedication of the Town Manager, the Director of Finance, Director of Operations, the Superintendent of Schools, Director of Financial Operations for the Schools, all of their teams and our five Selectman. Every one of us on the Finance Committee benefited greatly from both their diligence and their open, honest and constructive approach to resolving competing operational needs. We would also like to acknowledge the many talented and generous citizens who dedicate their time and service to our community through elected, appointed and volunteer positions. Their thoughtful input as advocates for their respective areas played an invaluable role throughout our budgetary review process.

And finally, as I said when I began, it took many hands to craft the balanced budget we have before us. I urge you all to accept this work and adopt Article 11.

In response to an inquiry from Ms. Michelle C. S. Dhanda, unanimous consent was given to allow Town Manager and non-resident, Kate Fitzpatrick, to address Town Meeting. Mrs. Fitzpatrick advised that the state law requires an analysis of the town's retirement program every two years. The last analysis was quite good with over a 9% return.

The motion to amend under Line Item 3 was presented and carried by unanimous vote.

In response to an inquiry from Mr. Ronald W. Ruth under Line Item 4, Ms. Fitzpatrick advised that the town has been investing since 2000. All funds have been converted to the State. As of July 2011, town is 11% funded.

In response to an inquiry from Mr. Paul S. Alpert under Line Item 10, Richard M. Reilly advised that the Reserve Fund is established annually.

Mr. Christopher Fisichella, Needham resident, requested that Town Meeting change the salary amounts to less than 2.5% suggesting that the salary increases should be more in line with the economy which is 1%.

The motion to amend under line item 20a was presented and carried by unanimous vote.

Under Line Item 20B, Mr. David I. Escalante requested that the Wellesley pirate flag hanging at Needham High School should come down.

In response to an inquiry from Mr. Gerald C. Rovner under Line Item 23, Mr. Daniel P. Matthews explained that this line item is an annual assessment. The other article deals with the major building agreement. He noted that there are approximately 35 Needham students at Minuteman. In response to an inquiry from Mr. Joshua W. Levy, Mr. Matthews explained that each October 1st the money is pro-rated among the sixteen communities in the district.

Mr. Michael J. Greis, Chairman, addressed the School Department budget on behalf of the School Committee. He thanked the residents of the town for their support at the polls and noted that the School Committee works well with all town departments. He did explain that there are 1576 students at the High School and there are challenges ahead. More space is needed at the High School requiring additional classroom and cafeteria space. Hillside School is projected to be replaced in 2019 – 2020. And, of course, the school population continues to grow.

In response to an inquiry from Mrs. Holly Anne Clarke, Mr. Greis concurred that the school day will be expanded next year and there will be less early release days.

Unanimous consent was given to allow School Superintendent and non-resident Dan Gutekanst to address Town Meeting. Mr. Gutekanst explained that there will be the same number of hours of instruction – specifically 1007 hours.

Mr. Kenneth Scott Muldoon questioned the rationale with the Needham student/teacher ratio. It appears that there are more students assigned per teacher and thought the better schools had lower student/teacher ratios.

The motion to amend under line item 24 was presented and carried by majority vote

In response to an inquiry from Mr. Paul A. Siegenthaler regarding the need for increased funding for improving our fields and parks, Mr. John A. Bulian, Chairman, Board of Selectmen, requested Mr. Edward Olsen, Director of Parks and Grounds to address Town Meeting. Mr. Olsen explained that he came to Needham three years ago and has made much progress in improving the fields and parks in the past three years. We are moving forward.

Under Line Item 30A, Mr. Christopher Fisichella again requested a Town Meeting Member reduce this 6.5% increase to 2.5%. Mr. Bulian explained that this includes a non-benefit position.

ACTION: The main motion was presented and carried by unanimous vote.

VOTED: That the Town raise, appropriate, and/or transfer sums of money for the necessary Town expenses and charges, and further that the operating budget be partially funded by a transfer from the parking meter fund in the amount of $40,000, from Free Cash in the amount of $1,650,088, from the overlay surplus in the amount of $500,000, from amounts reserved for debt exclusion offsets in the amount of $105,026, and $475,763 to be raised from CPA receipts; and further that the Town Manager is authorized to make transfers from line item 9 to the appropriate line items in order to fund the classification and compensation plan approved in accordance with the provisions of Section 20B(5) of the Town Charter, and to fund collective bargaining agreements approved by vote of Town Meeting; and further that the Town Manager is authorized to expend from line item 4 in order to meet expenses for post-employment health and life insurance benefits for eligible retirees from the fund established for that purpose.

Townwide Expenses

1. Non Contributory Retirement Payments	34,800
2. Contributory Retirement System	5,621,400
3. Group Health Insurance & Benefits	10,398,872
4. Retiree Insurance & Insurance Liability Fund	4,940,198
5. Unemployment Compensation	100,000
6. Debt Service	11,587,884
7. Worker's Compensation	586,252
8. Casualty Liability & Self Insurance Program	542,000
9. Classification Performance & Settlements	119,000
10. Reserve Fund	1,464,490
Total	35,394,896
Townwide Expense Total	**35,394,896**

Board of Selectmen & Town Manager	
11A Salary & Wages	711,577
11B Expenses	109,741
Total	**821,318**
Town Clerk & Board of Registrars	
12A Salary & Wages	309,990
12B Expenses	47,450
Total	**357,440**
Town Counsel	
13A Salary & Wages	73,584
13B Expenses	254,000
Total	**327,584**
Personnel Board	
14A Salary & Wages	-
14B Expenses	15,000
Total	**15,000**
Finance Department	
15A Salary & Wages	1,660,303
15B Expenses	783,479
15C Capital	37,500
Total	**2,481,282**
Finance Committee	
16A Salary & Wages	32,462
16B Expenses	1,225
Total	**33,687**
General Government Total	**4,036,311**
Planning	
17A Salary & Wages	261,537
17B Expenses	16,460
Total	**277,997**

Community Development	
18A Salary & Wages	133,356
18B Expenses	11,858
Total	**145,214**
19 Reserved	-
Land Use and Development Total	**423,211**
Police Department	
20A Salary & Wages	5,576,287
20B Expenses	306,930
20C Capital	174,724
Total	**6,057,941**
Fire Department	
21A Salary & Wages	6,752,037
21B Expenses	288,907
21C Capital	32,831
Total	**7,073,775**
Building Inspector	
22A Salary & Wages	551,310
22B Expenses	31,040
Total	**582,350**
Public Safety Total	**13,714,066**
Minuteman Assessment	
23 Assessment	893,211
TOTAL	**893,211**
Needham Public Schools	
24 Needham Public School Budget	57,961,288
TOTAL	**57,961,288**
Public Schools Total	**58,854,499**
Department of Public Works	
25A Salary & Wages	3,251,531
25B Expenses	1,480,421
25C Capital	6,284
25D Snow & Ice	400,000
Total	**5,138,236**
Municipal Parking Program	
26 Municipal Parking Program	71,445
Total	**71,445**
Municipal Lighting Program	
27 Municipal Lighting Program	221,153
Total	**221,153**
Public Works Total	**5,430,834**
Department of Public Facilities	
28A Salary & Wages	3,508,080
28B Expenses	4,559,068
28C Capital	
Total	**8,067,148**
Public Facilities Total	**8,067,148**
Health Department	
29A Salary & Wages	424,583
29B Expenses	100,874
Total	**525,457**
Human Services	
30A Salary & Wages	589,840
30B Expenses	131,841
Total	**721,681**
Commission on Disabilities	
31A Salary & Wages	-
31B Expenses	550
Total	**550**
Historical Commission	
32A Salary & Wages	-
32B Expenses	1,050
Total	**1,050**
Needham Public Library	
33A Salary & Wages	1,156,157
33B Expenses	319,043
Total	**1,475,200**
Park & Recreation Department	
34A Salary & Wages	482,654
34B Expenses	114,000
Total	**596,654**
Memorial Park	
35A Salary & Wages	-
35B Expenses	750
Total	**750**
TOTAL: COMMUNITY SERVICES	**3,321,342**
DEPARTMENT BUDGET TOTAL	**93,847,411**
TOTAL OPERATING BUDGET	**129,242,307**

ARTICLE 12: APPROPRIATE THE FY2015 RTS ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
RTS Enterprise

Line #	Description	FY2013 Expended	FTE	FY2014 Current Budget	FTE	FY2015 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$592,415	9.0	$666,915	9.0	$710,556	10.0	
101B	Expenses	$1,109,085		$1,221,816		$1,225,721		
101C	Operating Capital	$36,850		$60,000		$81,000		
101D	Debt Service	$149,563		$150,000		$150,000		
102	Reserve Fund	Transfers Only		$25,000		$25,000		
TOTAL		**$1,887,913**	**9.0**	**$2,123,731**	**9.0**	**$2,192,277**	**10.0**	
FY2015 Budget Percentage Change from FY2014 Budget							3.2%	

and further to meet this appropriation that $1,420,000 be raised from the tax levy and transferred to the RTS Enterprise Fund; or take any other action relative thereto.

Article Information: The Town of Needham provides residents with recycling and waste disposal services at the Town's Recycling Center and Transfer Station (RTS). The RTS is a residential drop-off facility with a two-tier pay-per-throw program. To use the RTS, residents must purchase an annual sticker and special bags for their non-recyclable trash. These fees combined cover some of the costs for operating the RTS. The RTS is one of the most utilized facilities within the Town - approximately 75% of Needham residents directly utilize the facility. The majority of the remaining 25% of Needham residents utilize the RTS through subscription hauler services. The RTS also provides disposal and recycling services for many Town departments along with material processing and snow dump services for the Department of Public Works. In addition, the RTS maintains agreements with various municipalities for wood waste processing services and material screening services. The RTS also provides a variety of other specialty recycling options for residents such as books, clothing, and many others.

The recommended operating budget for FY2015 is $2,192,277 or $68,546 (3.2%) more than the FY2014 budget. The change is attributable to an increase of $43,641 in salary and wages (6.5%), an increase of $3,905 in non-personnel related costs (0.3%), an increase of $21,000 in operating capital (35%), and no change in the debt service and reserve fund lines.

The FY2015 budget plan includes increases in staffing and operating capital, and a fundamental change in the financing of the facility – the "RTS sustainability proposal." At the time of the printing of the warrant, the Town and the DPW union had not yet finalized a successor collective bargaining agreement for FY2015. Therefore, any funding required for that Agreement will be presented at a subsequent Town Meeting. The budget includes funding for an Assistant Superintendent for RTS ($63,507) to align the Division's level of supervision with other DPW divisions, and to allow the Superintendent to be available on a Monday through Friday schedule and focus on management and administrative issues. The new Assistant Superintendent will focus on operations and customer service at the heavily used facility. The budget also incorporates an annual "roll-off" unit replacement into the operating budget ($16,000). These units have previously been included in the capital improvement plan. The overtime budget has been reduced by $30,000 to partially fund the new position and to support the proposed change in financing.

In 2012, the Board of Selectmen created an RTS "Super Committee" to evaluate options relative to the financial sustainability of the RTS. In February, 2013 the Committee provided its report to the Board and made three key recommendations: that management evaluate the hours of operation of the RTS for use by the general public and determine if changes would have a meaningful impact on sustainability; that management similarly review the planned overtime model; and that management evaluate the fee schedule. In its report, the Committee opined that since the facility has been relying on non-recurring revenue to support operations, unless adjustments are made to increase revenue and decrease expenses, the RTS will not be sustainable. The Committee also noted that there is a justification for contribution from the tax levy because the facility benefits the Town as an overall benefit to the common good.

The recommended budget includes a higher contribution from the General Fund to replace the sticker fee and serve, along with pay-per-throw bags sales and other rubbish disposal fees and miscellaneous revenue, as the funding sources to support and operate the Recycling and Transfer Station Enterprise Fund. Direct financing of the facility through the tax levy expands access to the facility and recognizes the "public good" aspect of many of the recycling, yard waste, and waste ban item disposal services. The budget will provide a greater level of predictability and stability for the RTS operation. Mindful of the recommendations of the "Super Committee," the Town will continue to evaluate whether a reduction of the hours that the facility is open and available for use by the public is necessary and prudent.

The change in the personnel expense line reflects the addition of one FTE for the department. At the time of the printing of the warrant, the Town was still engaged in collective bargaining with the DPW union. When the parties reach an agreement for FY2015, a supplemental funding request will be made at a Special Town Meeting. Eight of the ten positions in the RTS are members of the NIPEA union. The increase in the expense line is for higher communication related expenses and supplies and the last of a three year phase-in to fully fund the rock crushing and material processing contracted services. Most of the increase was lessened by reductions in the hauling and disposing of municipal solid waste. The operating capital increase of $21,000 is for the inclusion of the $16,000 for the purchase of two roll-off containers and a $5,000 increase in the cost to purchase an open top trailer.

Debt service is level funded at $150,000 and supports the debt capacity requirements to continue the current RTS operations. The reserve fund is level dollar as well for FY 2015.

The RTS also reimburses the General Fund for costs incurred and paid by the general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Solid Waste and Recycling Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
RTS Enterprise

Line #	Description	FY2013 Expended	FTE	FY2014 Current Budget	FTE	FY2015 Recommended	FTE	Town Meeting Amendments
101A	Salary & Wages	$592,415	9.0	$666,915	9.0	$710,556	10.0	
101B	Expenses	$1,109,085		$1,221,816		$1,225,721		
101C	Operating Capital	$36,850		$60,000		$81,000		
101D	Debt Service	$149,563		$150,000		$150,000		
102	Reserve Fund	Transfers Only		$25,000		$25,000		
TOTAL		**$1,887,913**	**9.0**	**$2,123,731**	**9.0**	**$2,192,277**	**10.0**	
FY2015 Budget Percentage Change from FY2014 Budget							3.2%	

and further to meet this appropriation that $1,420,000 be raised from the tax levy and transferred to the RTS Enterprise Fund.

Mr. John A. Bulian, Chairman, addressed this proposal on behalf of the Board of Selectmen. He noted that the position of Assistant Superintendent, Solid Waste and Recycling Division, is justified. The overtime budget is reduced by $30,000 to partially fund this position. The Board of Selectmen unanimously supports this article.

Mrs. Louise L. Miller, member, addressed this proposal on behalf of the Finance Committee. She noted that the RTS Enterprise Fund is a sustainable fund with an annual growth of less than 4%. She also advised that Needham sells its recyclables. The Finance Committee recommends adoption of this article.

Mr. David J. Ecsedy expressed concern that it does not appear that the committee's recommendations are being followed. Mr. Jeffrey D. Heller, member of the Solid Waste and Recycling Committee, advised that the Solid Waste and Recycling Division is increasing revenue and decreasing expense.

In response to an inquiry from Mr. Paul F. Denver, Mr. Bulian advised that the yellow bags pay for the trash and disposal to Wheelabrator.

After a brief discussion, a motion to move the previous question was offered by Mr. William R. Dermody. The motion was presented and carried by a two-thirds vote declared on a voice vote.

ACTION : The main motion was presented and carried by majority vote declared by the Moderator.

ARTICLE 13 was adopted by unanimous consent earlier this evening.

ARTICLE 14: APPROPRIATE THE FY2015 WATER ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Water Enterprise

Line #	Description	FY2013 Expended	FTE	FY2014 Current Budget	FTE	FY2015 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$938,387	16.0	$1,048,593	16.0	$1,053,177	16.0	
301B	Expenses	$1,022,501		$1,047,350		$1,079,548		
301C	Capital Outlay	$49,002		$31,500		$40,200		
301D	MWRA Assessment	$964,345		$1,271,018		$1,194,022		
301E	Debt Service	$1,255,780		$1,550,000		$1,550,000		
302	Reserve Fund	Transfers Only		$75,000		$75,000		
TOTAL		**$4,230,015**	**16.0**	**$5,023,461**	**16.0**	**$4,991,947**	**16.0**	
FY2015 Budget Percentage Change from FY2014 Budget							**-0.6%**	

and further to meet this appropriation that $432,000 be transferred from Water Enterprise Fund Retained Earnings; or take any other action relative thereto.

Article Information: This article funds the Town's water system. The Town's water distribution system is a single service pressure zone system supplied by two sources. The Town's primary source of water is the Charles River Well Field which is able to produce up to 4.6 million gallons of water per day (the Town is registered for approximately 4.0 million gallons of water per day). The current water withdrawal permit from the Department of Environmental Protection (DEP) allows approximately 2.9 million gallons of water per day to be pumped. The Charles River Well Field consists of three groundwater-pumping stations. Needham's second water source is a connection to the Massachusetts Water Resources Authority (MWRA) surface water supply originating at the Quabbin Reservoir and delivered through the Metrowest Tunnel and the Hultman Aqueduct. This water is pumped into the Needham system at the St. Mary's Pumping Station located at the corner of St. Mary Street and Central Avenue. This supply is used when the Town's demand for water is greater than the local supply, and serves as a backup should the Town's wells need to be taken off-line. Water Division staff operate the water treatment plant and also operate, maintain, and repair the Town-wide water distribution system. The system is comprised of more than 135 miles of water mains, 1,166 public hydrants, 3,400 water gate valves, and 9,800 water service connections. This system supports approximately 14,100 installed meters.

The overall operating budget for FY2015 is $31,514 or 0.6% less than the FY2014 budget. This decrease is due to a reduction in the MWRA assessment for the Town's water use. The MWRA bills the Town for actual water consumption in the calendar year preceding the new fiscal year; the FY2015 water assessment is based on CY2013 water use. The Town's use of MWRA water was down approximately 18% from the prior year. The preliminary water assessment for FY2015 is $1,194,022 - a decrease of $76,996 (6.1%) from the current FY2014 budget. The final assessment from the MWRA is not expected until the end of the State budget process.

[illegible]	2011	2012	2013
Water Production	1,170.5	1,243.7	1,267.8
Water Production from MWRA	306.9	393.0	354.8
Water Production from Town Wells	863.6	850.7	913.0
Percentage from MWRA	26.2%	31.6%	28.0%
*millions of gallons			
Water meters replaced	1,018	1,072	945
Percentage of the total number of water meters	7.2%	7.6%	6.7%

The salary and wage expense line shows an increase of $4,584 (0.4%) over the FY2014 budget. The Enterprise Fund has 16 FTE's of which 13 are unionized. Twelve employees are members of the NIPEA union and one employee is a member of the ITWA union. At the time of the printing of the warrant, the Town had not reached agreement with either the NIPEA or the ITWA unions. When the parties reach an agreement for FY2015, a supplemental funding request will be made at a Special Town Meeting. There is no increase in the number of funded positions.

The Water Enterprise Fund expense line is $32,198 higher than the current budget, or 3.1% more. The increase is attributable to funding of a water conservation promotion effort ($20,625) and energy efficiency related improvements ($20,000). The water conservation effort is one step being taken by the Town to address the Massachusetts Department of Environmental Protection requirements to lower water consumption. The goal is to reduce the Town's residential gallon per capita day (RGPCD) water consumption to 65 gallons per day or lower. If this goal is not reached, the Town may be subject to additional water restrictions. Another part of the water conservation effort is the creation of a revolving fund for the sale of water conservation device. The program would involve the purchase and sale of items such as rain barrels, moisture sensors, and other related water saving devices to be available for purchase by residents. The $20,000 will pay for the replacement of windows at the Charles River Water Treatment Facility with windows that reduce heat loss. The present windows are single-pane and inefficient at reducing heat loss which increases both the use and cost of energy. Upgrading to thermal pane windows will prove to be a worthwhile investment in helping with the Town's effort to conserve energy. The cost of these two recommendations is offset in part with reductions in price of drinking water chemicals and reduction in vehicle expenses.

The operating capital has been increased by $8,700 or 27.6% from the FY2014 budget. The additional funds are intended for small diameter water main work near Marshall Road and Dartmouth Road. The balance of the operating capital expense line is for items that are typically needed to respond to an urgent situation such as a replacement of a water hydrant, larger water main and gate parts, or other low dollar time-sensitive repairs. Debt service is level funded at $1,550,000, which is based on approved projects, and is in keeping with the overall water capital infrastructure-funding plan for long term investments. The water reserve fund is level dollar for FY2015. The FY2015 budget plan includes the use of $432,000 in water retained earnings.

The Water Enterprise Fund also reimburses the general fund for costs incurred and paid by general fund budgets, e.g., employee benefits, property and casualty insurance, financial and billing expenses, and other administrative and operational support costs. The Water Enterprise Fund budget is a self-supporting account. Water user fees and charges cover the entire cost of operations.

MOVED: That the Town vote to raise and/or transfer and appropriate the following sums of money to operate the Water Division of the Department of Public Works during fiscal year 2015, under the provisions of M.G.L. Chapter 44, Section 53F ½:

Town of Needham
Water Enterprise

Line #	Description	FY2013 Expended	FTE	FY2014 Current Budget	FTE	FY2015 Recommended	FTE	Town Meeting Amendments
301A	Salary & Wages	$938,387	16.0	$1,048,593	16.0	$1,053,177	16.0	
301B	Expenses	$1,022,501		$1,047,350		$1,079,548		
301C	Capital Outlay	$49,002		$31,500		$40,200		
301D	MWRA Assessment	$964,345		$1,271,018		$1,194,022		
301E	Debt Service	$1,255,780		$1,550,000		$1,550,000		
302	Reserve Fund	Transfers Only		$75,000		$75,000		
TOTAL		**$4,230,015**	**16.0**	**$5,023,461**	**16.0**	**$4,991,947**	**16.0**	
				FY2015 Budget Percentage Change from FY2014 Budget			**-0.6%**	

and further to meet this appropriation that $432,000 be transferred from Water Enterprise Fund Retained Earnings.

Mr. John A. Bulian, Chairman, addressed this proposal on behalf of the Board of Selectmen.. He advised that the total appropriation for Fiscal Year 2015 is less than the appropriation for Fiscal Year 2014. He stated that the Board of Selectmen unanimously recommends adoption.

Mrs. Louise L. Miller, member, recommended adoption of this article on behalf of the Finance Committee. She advised that the water Enterprise Fund budget is a self-sustaining fund and the demand for water will continue to increase.

ACTION: The main motion was presented and carried unanimously by voice vote.

Article 15 was adopted by unanimous consent earlier this evening.

ARTICLE 16: ESTABLISH REVOLVING FUND – WATER CONSERVATION

To see if the Town will vote to authorize a revolving fund for the Department of Public Works under MGL Chapter 44 Section 53E1/2, that may be spent by the Director of Public Works without further appropriation during fiscal year 2015 for the purposes of paying expenses related to water conservation devices. The Water Conservation Revolving Fund is to be credited with all proceeds from the sale by the Town of water conservation devices, and the Director of Public Works may spend $10,000 in revolving fund monies; or take any other action thereto.

Article Information: The purpose of this article is to establish a new revolving fund for the purchase and sale of water-saving devices such as rain barrels and moisture sensors to assist residents in conserving water and complying with non-essential outdoor water restrictions.

MOVED: That the Town vote to authorize a revolving fund for the Department of Public Works under MGL Chapter 44 Section 53E1/2, that may be spent by the Director of Public Works without further appropriation during fiscal year 2015 for the purposes of paying expenses related to water conservation devices. The Water Conservation Revolving Fund is to be credited with all proceeds from the sale by the Town of water conservation devices, and the Director of Public Works may spend $10,000 in revolving fund monies.

Mr. Matthew D. Borrelli, Selectmen, addressed this proposal and recommended unanimous support on behalf of the Board of Selectmen. He noted that this article created a revolving fund. This fund will assist in our conservation efforts.

Mr. Richard A. Zimbone, member, recommended adoption on behalf of the Finance Committee.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

At 11:15 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Wednesday May 7, 2014 at 7:30 P.M. at the James Hugh Powers Hall, Town Hall, and it was so voted unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
Attest:

* * * * *

ADJOURNED ANNUAL TOWN MEETING

Wednesday, May 7, 2014

Pursuant to adjournment of the Annual Town Meeting held May 5, 2014, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Wednesday May 7, 2014 at 7:30 P.M.

Check lists were used and 211 voters were checked on the list as being present, including 206 Town Meeting Members. 45 Town Meeting Members were absent

At the designation of the President of the Needham Clergy Association, Heike Werder, Associate Pastor of the Needham Congregational Church and President of the Needham Clergy Association, gave the invocation.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Moderator reminded Town Meeting Members to sit in the first 12 rows of the hall. He also noted that only Town Meeting Members are permitted to vote.

The Moderator thanked Hanna Kenney and Cassie Wade Conway for manning the microphones this evening.

At this time discussion commenced under Article 17.

ARTICLE 17: AUTHORIZATION TO EXPEND STATE FUNDS FOR PUBLIC WAYS

To see if the Town will vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department; or take any other action relative thereto.

Article Information: The Town receives funding from the Commonwealth of Massachusetts for road construction projects. Approval of Town Meeting is required in order for the Town to receive and expend the funds. The Massachusetts Department of Transportation (MassDOT) will distribute Chapter 90 funding only after it has been authorized by the Legislature and the Governor. At the time of the printing of the warrant, the FY2015 award amounts had not been released.

MOVED: That the Town vote to authorize the Town Manager to permanently construct, reconstruct, resurface, alter or make specific repairs upon all or portions of various Town ways and authorize the expenditure of funds received, provided or to be provided by the Commonwealth of Massachusetts through the Massachusetts Highway Department.

Mr. Matthew D. Borrelli, Selectman, addressed this article and stated that the Board of Selectmen unanimously recommended adoption. He noted that this is an annual article allowing the Town to fix town roads.

Mr. Richard S. Creem, member, recommended adoption on behalf of the Finance Committee.

In response to an inquiry from Mr. Arthur Walitt, Mr. Borrelli noted that a specific road problem last year must be repaired by the contractor.

ACTION: The main motion was presented and passed by majority vote.

ARTICLE 18: AMEND ZONING BY-LAW – MEDICAL MARIJUANA OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law, as follows:

(a) Amend Section 1.3 Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

"Marijuana Dispensary, Registered: Registered Marijuana Dispensary, also known as RMD or Medical Marijuana Treatment Center, shall mean an establishment properly registered with the Massachusetts Department of Public Health under 105 CMR 725.100 that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers."

(b) Amend Section 2.1 Classes of Districts, by adding the following term and abbreviation under the subsection Overlay:

"MM – Medical Marijuana Overlay"

(c) Amend Section 3 Use Regulations, by adding a new Subsection 3.14, Medical Marijuana Overlay District, to read as follows:

"3.14 Medical Marijuana Overlay District

3.14.1 Purpose of District

The purpose of the Medical Marijuana Overlay District is to provide for the limited establishment of Registered Marijuana Dispensaries as they are authorized pursuant to state regulations set forth at 105 CMR 725.000, Implementation of an Act for the Humanitarian Medical Use of Marijuana. Given that Registered Marijuana Dispensaries shall be limited in number and strictly regulated by the Massachusetts Department of Public Health, these zoning regulations intend to permit them where there is access to regional roadways and public transportation, where they may be readily monitored by law enforcement for health and public safety purposes, and where they will not impact the character of residential neighborhoods and business districts.

3.14.2 Scope of Authority

The Medical Marijuana Overlay District shall be considered as overlying other use districts established by this By-Law. Within the Medical Marijuana Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.14 applies to Registered Marijuana Dispensaries proposed to be constructed after the effective date of this section.

3.14.3 Establishment

The locations permitted shall be within the Medical Marijuana Overlay District.

3.14.4 Requirements

3.14.4.1 Use. Notwithstanding the use limitations of the underlying zoning district or any other overlay zoning district, a Registered Marijuana Dispensary shall be allowed within the Medical Marijuana Overlay District upon the granting of a special permit by the Planning Board, subject to the requirements set forth in this Section.

3.14.4.2 Registration. All permitted Registered Marijuana Dispensaries shall be properly registered with the Massachusetts Department of Public Health pursuant to 105 CMR 725.100 and shall comply with all applicable state and local public health regulations and all other applicable state and local laws, rules and regulations at all times. No Building Permit or Certificate of Occupancy shall be issued for a Registered Marijuana Dispensary that is not properly registered with the Massachusetts Department of Public Health.

3.14.4.3 Limitation of Approval. A special permit authorizing the establishment of a Registered Marijuana Dispensary shall be valid only for the registered entity to which the special permit was issued, and only for the site on which the Registered Marijuana Dispensary has been authorized by special permit. If the registration for a Registered Marijuana Dispensary has been revoked, transferred to another controlling entity, or relocated to a different site within the Medical Marijuana Overlay Districts, a new special permit shall be required prior to issuance of a Certificate of Occupancy.

3.14.4.4 Building. A Registered Marijuana Dispensary shall be located only in a permanent building and not within any mobile facility. All sales shall be conducted either within the building or by home deliveries to qualified clients pursuant to applicable state and local regulations.

3.14.4.5 Dimensional Requirements. Except where it is explicitly stated otherwise in this Section 3.14, a Registered Marijuana Dispensary shall conform to the dimensional requirements applicable within the underlying zoning district in which the facility is to be located.

3.14.4.6 Parking and Loading. Notwithstanding anything to the contrary in Section 5.1.2 of this By-Law, the required number of parking spaces for a Registered Marijuana Dispensary shall be determined by the Planning Board based on the expected parking needs of occupants, users, guests, or employees of the proposed business, with said determination to be based on the ITE Parking Generation Manual, 2nd Edition, or an alternative technical source determined by the Planning Board to be equally or more applicable. At least one loading bay shall be provided and may not be shared with any other use; however, the Planning Board may require a greater number of loading bays if it finds that one loading bay shall not be sufficient. Except as set forth above, all parking and loading facilities shall conform to the design requirements set forth in Section 5.1.3.

3.14.4.7 Signage. All signage shall conform to the requirements of 105 CMR 725.105(L) and to the requirements of Article 5 of the Town of Needham General By-Laws. No graphics, symbols or images of marijuana or related paraphernalia shall be displayed or made clearly visible from the exterior of a Registered Marijuana Dispensary. The Planning Board may impose additional restrictions on signage to mitigate impact on the immediate neighborhood.

3.14.5 Application Requirements

In addition to the procedural and application requirements of Section 7.4 and Section 7.5.2 of the By-Law, an application for special permit shall include, at a minimum, the following information:

3.14.5.1 Description of Activities: A narrative providing information about the type and scale of all activities that will take place on the proposed site, including but not limited to cultivating and processing of marijuana or marijuana infused products (MIPs), on-site sales, off-site deliveries, distribution of educational materials, and other programs or activities.

3.14.5.2 Service Area: A map and narrative describing the area proposed to be served by the Registered Marijuana Dispensary and the anticipated number of clients that will be served within that area. This description shall indicate where any other Registered Marijuana Dispensaries exist or have been proposed within the expected service area.

3.14.5.3 Transportation Analysis: A quantitative analysis, prepared by a qualified transportation specialist acceptable to the Planning Board, modeling the expected origin and frequency of client and employee trips to the site, the expected modes of transportation used by clients and employees, and the frequency and scale of deliveries to and from the site.

3.14.5.4 Context Map: A map depicting all properties and land uses within a one thousand-foot (1,000') radius of the project site, whether such uses are located in Needham or within surrounding communities, including but not limited to all educational uses, daycare, preschool and afterschool programs.

3.14.5.5 Registration Materials: Copies of registration materials issued by the Massachusetts Department of Public Health and any materials submitted to the Massachusetts Department of Public Health for the purpose of seeking registration, to confirm that all information provided to the Planning Board is consistent with the information provided to the Massachusetts Department of Public Health.

3.14.5.6 Special Permit Criteria. In granting a special permit for a Registered Marijuana Dispensary, in addition to the general criteria for issuance of a special permit as set forth in Section 7.4 and Section 7.5.2 of this By-Law, the Planning Board shall find that the following criteria are met:

(a) The Registered Marijuana Dispensary is located to serve an area that currently does not have reasonable access to medical marijuana, or if it is proposed to serve an area that is already served by other Registered Marijuana Dispensaries, it has been established by the Massachusetts Department of Public Health that supplemental service is needed.

(b) The site is located at least five hundred feet distant from a public or private elementary school, middle school, or secondary school, or a municipal park or playground, or if not located at such a distance, it is determined by the Planning Board to be sufficiently buffered from such facilities such that its users will not be adversely impacted by the operation of the Registered Marijuana Dispensary. The distance under this section is measured in a straight line from the nearest point of the property line of the protected use identified in this section to the nearest point of the proposed Registered Marijuana Dispensary.

(c) The Registered Marijuana Dispensary is not located in a building that contains a licensed daycare center, or any facility providing educational, recreational or social programs or activities attended primarily by children enrolled with such facility.

(d) The site is designed such that it provides convenient, safe and secure access and egress for clients and employees arriving to and leaving from the site whether driving, bicycling, walking or using public transportation.

(e) Traffic generated by client trips, employee trips, and deliveries to and from the Registered Marijuana Dispensary shall not create a significant adverse impact on nearby residential uses.

(f) Loading, refuse and service areas are designed to be secure and shielded from abutting uses.

(g) The building and site have been designed to be compatible with other buildings in the area and to mitigate any negative aesthetic impacts that might result from required security measures and restrictions on visibility into the building's interior."

(d) Amend Section 8 Interim Regulations for Medical Marijuana Uses, by deleting the Section in its entirety.

Or take any other action relative thereto.

Article Information: Article 18, in combination with Article 19, proposes to create the Medical Marijuana Overlay District. Article 18 lays out the regulatory framework for the new overlay district while Article 19 describes its geographic boundaries. The Medical Marijuana Overlay District would include all land located in the Mixed Use-128 (MU-128) District and the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue.

Medical Marijuana in Massachusetts

In November, 2012, Massachusetts voters approved a Law for the Humanitarian Medical Use of Marijuana, which permits the use of marijuana or marijuana-infused products (MIPs, such as foods or tinctures) by patients with certain debilitating and/or terminal illnesses with their doctor's certification.

The law specified that the Massachusetts Department of Public Health would be responsible for promulgating regulations to implement the law, and would be responsible for registering up to 35 Medical Marijuana Treatment Centers (also known as Registered Marijuana Dispensaries, or RMDs) within the state

during the first year of implementation, with at least one but no more than five located in each county. In future years, the Massachusetts Department of Public Health may register more RMDs if the number is found insufficient to meet patients' needs. The Massachusetts Department of Public Health will also register qualifying patients.

In May, 2013, the Public Health Council approved regulations presented by the Massachusetts Department of Public Health with regard to the certification and administration of medical marijuana (105 CMR 725.000). According to the Massachusetts regulations, a Registered Marijuana Dispensary (RMD) is a not-for-profit entity that cultivates, prepares, and dispenses marijuana or MIPs only to qualifying patients or their caregivers. RMDs, qualifying patients and caregivers must be registered with the Massachusetts Department of Public Health.

In Massachusetts, an RMD must cultivate, prepare and dispense marijuana and MIPs in a vertically-integrated way. RMDs may not buy or sell marijuana amongst each other, except in unusual circumstances. However, an RMD may operate on two different sites, with cultivation occurring at one location and dispensing occurring at the other. Also, a single corporate entity may control up to three RMDs in the state which may share a cultivation site.

The state regulations are comprehensive, and serve two primary purposes, 1) to strictly control the distribution of the drug so that only those with a legitimate medical reason have access, and 2) to avoid promotion of the use of marijuana outside of medicinal purposes. The regulations permit local regulatory oversight so long as it does not conflict or interfere with the state regulations. Some of the state regulations that are most pertinent to local planning and zoning considerations are summarized below:

•Access Limitations: Only registered qualifying patients and their registered caregivers are permitted to enter an RMD. Identification will be checked upon entry. Moreover, products may not be visible to passersby outside the RMD, and within the RMD only samples may be displayed in locked cases.

• Branding and Signage: Only the registered name and logo of the RMD are allowed to be displayed. Signage may not include any graphic representations of marijuana or paraphernalia, the word marijuana or any colloquial terms for marijuana, medical symbols, or any information about products or pricing.

• Security: All marijuana must be stored in a secure, locked area within the RMD that is accessible only to designated employees. Perimeter alarms are required along with 24-hour video surveillance of all access and egress points and parking areas. Security lighting is required around the perimeter and any trees, bushes or other foliage must not allow for hiding places.

• Deliveries: An RMD may offer home delivery. However, all marijuana must be transported in an unmarked vehicle with a locked storage compartment that is part of the vehicle and must be operated by at least two dispensary agents. Although it is not specifically required in the regulations, an RMD offering deliveries may need an enclosed loading/unloading area to ensure proper security.

• Supply: An RMD is allowed only to dispense up to a 60-day supply of marijuana or MIPs to a registered qualifying patient, and must limit its total supply on-hand to reflect the projected needs of its patients.

• Accessory Activities: An RMD may only sell marijuana, MIPs and vaporizers, but no other marijuana-related paraphernalia. An RMD may distribute patient education materials as required, but may not sell or distribute any promotional or other items. No consumption of marijuana is allowed on the premises, except for the purpose of demonstrating proper use of vaporizers. No other unrelated activities are allowed to occur within the RMD.

• Siting: According to the state regulations, an RMD must be sited at least 500 feet from a school, daycare center, or any facility in which children commonly congregate if no local siting regulations exist.

Regulatory Oversight in Needham

Before the Law for the Humanitarian Medical Use of Marijuana took effect in January, 2013, Needham (along with many other municipalities) enacted a zoning moratorium on the establishment of medical marijuana dispensaries, to allow for time to review the state regulations and consider local regulations that fit within the statewide framework. In March, 2013, the state Attorney General issued legal opinions to towns that had enacted a moratorium or a complete ban on marijuana dispensaries (Burlington and Wakefield, respectively). In summary, these opinions concluded that a temporary moratorium and reasonable zoning restrictions were appropriate, but that marijuana dispensaries could not be completely banned from a municipality.

While the Needham moratorium has been in effect, representatives from various Town departments and Boards, including the Planning and Community Development Department, Health Department, Legal Department, Police Department, Building Department, Town Manager's office, Board of Selectmen and Planning Board have met to review the statewide regulations and to discuss local regulatory approaches. The expectation for Needham is that land use characteristics such as location, parking and urban design would be controlled through the zoning by-law with the operational aspects of RMDs controlled through Town regulations to be enforced locally in addition to state public health regulations.

Land Use Considerations

The zoning approach recommended by the Planning Board follows the lead of the state law and regulations by treating RMDs as regional service providers with a limited, specialized function and a client base that will be spread across a large service area. The following land use topics were considered by the Board:

• Use Compatibility. As a business use, RMDs would not be considered appropriate for residential neighborhoods. Compatibility with neighborhood-scale retail districts is also an issue because, unlike neighborhood-serving retail stores, they would serve a select, regional clientele and not the neighborhood as a whole. Also, the security requirements may conflict with the pedestrian-friendly storefront character that is carefully cultivated in many retail areas.

• Transportation. Because of their regional nature, it is important to consider access to public transportation as well as regional roadways, since clients may travel from areas without access to public transportation or may otherwise need to use a car. Locations that would bring excess auto traffic to smaller residential streets should be discouraged. Availability of parking is also an issue. For RMDs that make deliveries, the potential for secure loading facilities may also be a factor.

• Public Safety. The Police Department has expressed the importance of being able to effectively respond to emergency calls at or near an RMD site. Therefore, isolated areas without convenient street access should be avoided.

• Urban Design. The access and security requirements for RMDs have the potential to create a streetfront that is visually unfriendly to pedestrians or a design that is out of character with

surrounding uses. This concern could be mitigated through careful urban design, and therefore binding design review should be considered as an appropriate measure.

• Distance from Child-Oriented Facilities. The Board found it prudent to adhere to the statewide standard of a 500-foot buffer from schools, municipal parks and playgrounds. The "default" state regulations would, however apply that 500 foot buffer zone not only to schools but also to daycare centers and "any facility in which children commonly congregate." The Board did not recommend such language in recognition of the fact that -if the state language were adopted without modification - the location of multiple daycare centers and facilities providing programs for children throughout the overlay district would effectively prohibit RMDs in the Town. At the same time the Board did recommend that RMDs not be located in the actual building where a licensed daycare center is located or where a facility providing educational, recreational or social programs for children is located.

Proposed Zoning Amendment

Based on the above considerations, the zoning amendment contained in Articles 18 and 19 takes the following approach: 1) identifies the overlay districts in which the RMD use will be allowed; 2) establishes that the use will only be allowed by special permit from the Planning Board; 3) describes the submittal requirements to be included in an RMD application; and 4) establishes the special permit criteria unique to this use that will be utilized in the review of a given proposal.

• Overlay District Location. The amendment limits RMDs to the Mixed Use-128 (MU-128) District and the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue, since they are commercial districts with access to the regional roadway network. The noted districts also contain many sites that have the potential for on-site parking and loading and are adequately distanced from schools and other child-oriented facilities.

• Special Permit Requirement. Given the still unknown aspects of these facilities and a desire for close review, the amendment proposes to permit the RMD use by special permit from the Planning Board. The special permit requirement would allow for meaningful review of design and transportation impacts, as well as a greater level of oversight and assurance that an RMD will be operated in a manner that is consistent with the intent of the zoning and other regulations.

• Submittal Requirements. There are a number of additional submittal requirements proposed for RMDs in order to allow for the necessary review of a given proposal in the special permit process. These include: 1) a description of proposed activities on the site; 2) a service area map; 3) a transportation impacts analysis; 4) a context map (allowing analysis of nearby land uses and potential impacts); and 5) copies of registration materials issued by the Department of Public Health as well as copies of any application materials submitted.

• Special Permit Criteria. The special permit criteria as contained in the amendment are intended to reinforce the requirements of the Massachusetts Department of Public Health regulations and advance local interests with regard to the possible impacts of an RMD. To that end, these criteria include consideration of the dispersal of these facilities based on anticipated demand, compatibility with the surrounding area, access to regional transportation facilities, environmental impacts on abutters, overall urban design and consideration of security and law enforcement issues as well as the standard special permit criteria currently provided in Sections 7.4 and 7.5.2 of the Needham Zoning By-Law. Additionally, a 500-foot buffer from a public or private elementary school, middle school, or secondary school, or a municipal park or playground is established with the Planning Board having the option to reduce this 500 foot buffer in circumstances where existing conditions provide a sufficient buffer and/or the proposed RMD use will not have a negative impact on neighboring land uses. Furthermore, the RMD use is prohibited in a building that contains a licensed daycare center, or any facility providing educational, recreational or social programs or activities attended primarily by children enrolled with such facility. Finally, the special permit is specifically identified as being non-transferable and only valid for a permitted RMD while its permit remains valid with the Massachusetts Department of Public Health.

MOVED: That the Town vote to amend the Needham Zoning By-Law, as follows:

(a) Amend Section 1.3 Definitions, by adding the following term and definition in the appropriate alphabetical location as follows:

"Marijuana Dispensary, Registered: Registered Marijuana Dispensary, also known as RMD or Medical Marijuana Treatment Center, shall mean an establishment properly registered with the Massachusetts Department of Public Health under 105 CMR 725.100 that acquires, cultivates, possesses, processes (including development of related products such as edible marijuana infused products, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers."

(b) Amend Section 2.1 Classes of Districts, by adding the following term and abbreviation under the subsection Overlay:

"MM – Medical Marijuana Overlay"

(c) Amend Section 3 Use Regulations, by adding a new Subsection 3.14, Medical Marijuana Overlay District, to read as follows:

"3.14 Medical Marijuana Overlay District

3.14.1 Purpose of District

The purpose of the Medical Marijuana Overlay District is to provide for the limited establishment of Registered Marijuana Dispensaries as they are authorized pursuant to state regulations set forth at 105 CMR 725.000, Implementation of an Act for the Humanitarian Medical Use of Marijuana. Given that Registered Marijuana Dispensaries shall be limited in number and strictly regulated by the Massachusetts Department of Public Health, these zoning regulations intend to permit them where there is access to regional roadways and public transportation, where they may be readily monitored by law enforcement for health and public safety purposes, and where they will not impact the character of residential neighborhoods and business districts.

3.14.2 Scope of Authority

The Medical Marijuana Overlay District shall be considered as overlying other use districts established by this By-Law. Within the Medical Marijuana Overlay District, the requirements of the underlying district continue to apply except as may be specifically superseded herein. The scope of authority of this Section 3.14 applies to Registered Marijuana Dispensaries proposed to be constructed after the effective date of this section.

3.14.3 Establishment

The locations permitted shall be within the Medical Marijuana Overlay District.

3.14.4 Requirements

3.14.4.1 Use. Notwithstanding the use limitations of the underlying zoning district or any other overlay zoning district, a Registered Marijuana Dispensary shall be allowed within the Medical Marijuana Overlay District upon the granting of a special permit by the Planning Board, subject to the requirements set forth in this Section.

3.14.4.2 Registration. All permitted Registered Marijuana Dispensaries shall be properly registered with the Massachusetts Department of Public Health pursuant to 105 CMR 725.100 and shall comply with all applicable state and local public health regulations and all other applicable state and local laws, rules and regulations at all times. No Building Permit or Certificate of Occupancy shall be issued for a Registered Marijuana Dispensary that is not properly registered with the Massachusetts Department of Public Health.

3.14.4.3 Limitation of Approval. A special permit authorizing the establishment of a Registered Marijuana Dispensary shall be valid only for the registered entity to which the special permit was issued, and only for the site on which the Registered Marijuana Dispensary has been authorized by special permit. If the registration for a Registered Marijuana Dispensary has been revoked, transferred to another controlling entity, or relocated to a different site within the Medical Marijuana Overlay Districts, a new special permit shall be required prior to issuance of a Certificate of Occupancy.

3.14.4.4 Building. A Registered Marijuana Dispensary shall be located only in a permanent building and not within any mobile facility. All sales shall be conducted either within the building or by home deliveries to qualified clients pursuant to applicable state and local regulations.

3.14.4.5 Dimensional Requirements. Except where it is explicitly stated otherwise in this Section 3.14, a Registered Marijuana Dispensary shall conform to the dimensional requirements applicable within the underlying zoning district in which the facility is to be located.

3.14.4.6 Parking and Loading. Notwithstanding anything to the contrary in Section 5.1.2 of this By-Law, the required number of parking spaces for a Registered Marijuana Dispensary shall be determined by the Planning Board based on the expected parking needs of occupants, users, guests, or employees of the proposed business, with said determination to be based on the ITE Parking Generation Manual, 2nd Edition, or an alternative technical source determined by the Planning Board to be equally or more applicable. At least one loading bay shall be provided and may not be shared with any other use; however, the Planning Board may require a greater number of loading bays if it finds that one loading bay shall not be sufficient. Except as set forth above, all parking and loading facilities shall conform to the design requirements set forth in Section 5.1.3.

3.14.4.7 Signage. All signage shall conform to the requirements of 105 CMR 725.105(L) and to the requirements of Article 5 of the Town of Needham General By-Laws. No graphics, symbols or images of marijuana or related paraphernalia shall be displayed or made clearly visible from the exterior of a Registered Marijuana Dispensary. The Planning Board may impose additional restrictions on signage to mitigate impact on the immediate neighborhood.

3.14.5 Application Requirements

In addition to the procedural and application requirements of Section 7.4 and Section 7.5.2 of the By-Law, an application for special permit shall include, at a minimum, the following information:

3.14.5.1 Description of Activities: A narrative providing information about the type and scale of all activities that will take place on the proposed site, including but not limited to cultivating and processing of marijuana or marijuana infused products (MIPs), on-site sales, off-site deliveries, distribution of educational materials, and other programs or activities.

3.14.5.2 Service Area: A map and narrative describing the area proposed to be served by the Registered Marijuana Dispensary and the anticipated number of clients that will be served within that area. This description shall indicate where any other Registered Marijuana Dispensaries exist or have been proposed within the expected service area.

3.14.5.3 Transportation Analysis: A quantitative analysis, prepared by a qualified transportation specialist acceptable to the Planning Board, modeling the expected origin and frequency of client and employee trips to the site, the expected modes of transportation used by clients and employees, and the frequency and scale of deliveries to and from the site.

3.14.5.4 Context Map: A map depicting all properties and land uses within a one thousand-foot (1,000') radius of the project site, whether such uses are located in Needham or within surrounding communities, including but not limited to all educational uses, daycare, preschool and afterschool programs.

3.14.5.5 Registration Materials: Copies of registration materials issued by the Massachusetts Department of Public Health and any materials submitted to the Massachusetts Department of Public Health for the purpose of seeking registration, to confirm that all information provided to the Planning Board is consistent

with the information provided to the Massachusetts Department of Public Health.

3.14.5.6 Special Permit Criteria. In granting a special permit for a Registered Marijuana Dispensary, in addition to the general criteria for issuance of a special permit as set forth in Section 7.4 and Section 7.5.2 of this By-Law, the Planning Board shall find that the following criteria are met:

(a) The Registered Marijuana Dispensary is located to serve an area that currently does not have reasonable access to medical marijuana, or if it is proposed to serve an area that is already served by other Registered Marijuana Dispensaries, it has been established by the Massachusetts Department of Public Health that supplemental service is needed.

(b) The site is located at least five hundred feet distant from a public or private elementary school, middle school, or secondary school, or a municipal park or playground, or if not located at such a distance, it is determined by the Planning Board to be sufficiently buffered from such facilities such that its users will not be adversely impacted by the operation of the Registered Marijuana Dispensary. The distance under this section is measured in a straight line from the nearest point of the property line of the protected use identified in this section to the nearest point of the proposed Registered Marijuana Dispensary.

(c) The Registered Marijuana Dispensary is not located in a building that contains a licensed daycare center, or any facility providing educational, recreational or social programs or activities attended primarily by children enrolled with such facility.

(d) The site is designed such that it provides convenient, safe and secure access and egress for clients and employees arriving to and leaving from the site whether driving, bicycling, walking or using public transportation.

(e) Traffic generated by client trips, employee trips, and deliveries to and from the Registered Marijuana Dispensary shall not create a significant adverse impact on nearby residential uses.

(f) Loading, refuse and service areas are designed to be secure and shielded from abutting uses.

(g) The building and site have been designed to be compatible with other buildings in the area and to mitigate any negative aesthetic impacts that might result from required security measures and restrictions on visibility into the building's interior."

(d) Amend Section 8 Interim Regulations for Medical Marijuana Uses, by deleting the Section in its entirety.

Mr. Martin Jacobs, member, addressed this proposal on behalf of the Planning Board.

A motion to discuss Articles 18 and 19 together and vote on separately was offered by Mr. Maurice P. Handel. The motion was presented and carried majority vote.

Mr. Jacobs reviewed the history of what has happened since the November 2012 vote permitting Registered Marijuana Dispensary in the Commonwealth of Massachusetts. He noted that the State regulations were promulgated in May, 2013 and the Town of Needham added a moratorium at the 2013 Annual Town Meeting. An amendment to that moratorium is Article 20. In January 2014, the Department of Public Health released a list of Registered Medical Dispensaries. The regulations allow 35 dispensaries in the State with a population of approximately 7,000,000. Cities and towns can have local regulations as long as they do not conflict with the state regulations. Mr. Jacobs recommended adoption on behalf of the Planning Board.

Mr. Maurice P. Handel, Selectman, unanimously recommends adoption of both Articles 18 and 19 on behalf of the Board of Selectmen.

Mr. Robert E. Deutsch urges a no vote on Article 19. He stated that the RMD will bring serious problems locating the dispensaries in the Mixed Use-128 (MU-128) District and the portion of the Highland Commercial-128 (HC-128) District. Mr. Deutsch suggested that an unpopulated area is not good and the location has a low foot path. He also suggested that the Chestnut Street area near the Police Department is a good location. He urges a no vote on Article 19, take another look at Chestnut Street, extend the moratorium, and go back to the drawing board.

Ms. Jacqueline Arrondo, Needham voter and resident, rose in favor of the Articles 18 and 19. She noted that a group at the High School – Rockets against Drugs, opposes the Chestnut Street area for a Medical Marijuana Dispensary.

Cathy M. Freedberg noted that the mission of the Needham Coalition for Youth Substance Abuse Prevention is to reduce alcohol and drug use among our youth. She advised that Article 18 will create boundaries and urges Town Meeting to adopt Articles 18 and 19.

Kathleen D. Whitney spoke for both she and the Needham Business Associated in opposition of the Chestnut Street area for a dispensary.

Karen Hood, voter and Needham resident, spoke in opposition of Article 18 and 19 as written.

Erik J. Bailey suggested earlier words spoken at the invocation about working with courage, compassion, and commitment. He noted that the proponents were positive. He suggested that much fear was expressed tonight.

In response to an inquiry from Mr. Steven M. Rosenstock, Mr. Martin Jacobs, member, suggested that the Planning Board would like to make a decision on these zoning articles. He did not think there would be a Registered Marijuana Dispensary created in the year 2014.

In response to an inquiry from Mr. Irwin Silverstein, Mr. Jacobs cited the Special permit criteria under section 3.14. He stated that the State will also monitor these dispensaries.

Mr. Thomas John Crimlisk spoke in opposition to Articles 18 and 19. He suggested that if you can't keep drugs out of prisons, how we are going to prevent drugs on the street. He noted that the government may not have the best interest of the public.

Mrs. Lois F. Sockol expressed concern with the Zoning Mixed Use 128 District and the Highland Commercial-128 District.

In response to an inquiry from Mr. William R. Dermody, unanimous consent was given to allow Police Chief Philip

Droney, non-resident, to address Town Meeting. Chief Droney stated that his goal is to make sure the children and resident are safe. His department were investigating a drug home in the Chestnut Street area which was finally concluded, but it took months. The 128 area is a regional area.

Mr. Paul S. Alpert spoke in opposition to Articles 18 and 19. He advised that Needham allows drug stores and liquor stores which are not limited to a specific location.

Mr., Jeffrey D. Heller spoke in opposition to Articles 18 and 19.

After a lengthy discussion, Mr. Thomas M. Harkins moved the previous question on both Articles 18 and 19. The motion was presented and carried by two-thirds vote on a voice vote declared by the Moderator.

ACTION: Under Article 18 the main motion was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The following tellers were sworn in by the Moderator: Steven M. Rosenstock, Cynthia J. Chaston, Henry R. Brinkhaus, Philip V. Robey, and Marjorie M. Margolis. The motion was again presented, but failed to pass by the required two-thirds vote on a count of hands. The hand count was Aye 106 – Nay 98.

ARTICLE 19: AMEND ZONING BY-LAW – MAP CHANGE TO MEDICAL MARIJUANA OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

(a) Place in the Medical Marijuana Overlay District all that land described under Article 3, paragraph 2 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Mixed Use 128 District (MU-128), said description being as follows:

"Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning."

(b) Place in the Medical Marijuana Overlay District a portion of the Highland Commercial -128 District (HC-128) located north of Highland Avenue, superimposing that district over the portion of the Highland Commercial -128 District (HC-128) bounded and described as follows:

"Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. to a point of intersection on the lot line of Lot B as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 789 of 1998, thence running southeasterly by said lot line to the intersection of the centerline of Highland Avenue, thence running by said center line westerly to the point of beginning."

Or take any other action relative thereto.

Article Information: This article describes the geographical boundaries of the new Medical Marijuana Overlay District. The Medical Marijuana Overlay District would include all land located in the Mixed Use-128 (MU-128) District. The Mixed Use-128 (MU-128) District is bounded by Route 128 to the west, the rear lot lines of properties on Highland Avenue to the south, the Charles River to the east, and the elevated rail line to the north. Also included in the Medical Marijuana Overlay District is the portion of the Highland Commercial-128 (HC-128) District located north of Highland Avenue and west of Second Avenue. The affected portion of the Highland Commercial-128 District includes all properties fronting on the north side of Highland Avenue between Route 128 and Second Avenue. The district boundary typically follows the rear lot lines of properties along the north side of Highland Avenue to a depth of 200 feet.

MOVED: That the Town vote to amend the Needham Zoning By-Law by amending the Zoning Map as follows:

(a) Place in the Medical Marijuana Overlay District all that land described under Article 3, paragraph 2 of the March 25, 2002 Special Town Meeting, superimposing that district over the existing Mixed Use 128 District (MU-128), said description being as follows:

"Beginning at the point of intersection of the easterly sideline of the Circumferential State Highway Layout of 1953, and the centerline of the MBTA right-of-way thence running northeasterly by said centerline to a point with its intersection with the centerline of the Charles River, thence turning and running southeasterly by the centerline of the Charles River to its intersection with a line 100 ft. northerly and parallel to the northerly

sideline of Highland Avenue, thence turning and running westerly by said parallel line to its intersection with the westerly most sideline of Highland Circle, thence turning and running by said centerline northwesterly and westerly to the point of intersection with a line 200 ft. northerly from and parallel to the northerly sideline of Highland Avenue, thence running westerly by said parallel line to a point of intersection with the easterly lot line of Lot 2, as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running southerly by said lot line to a point, thence turning and running westerly by the southerly lot line of Lot 2 to the point of intersection with the easterly sideline of Brook Road thence continuing in the same direction of said lot line to the intersection of the line of the end of Brook Road at the easterly sideline of the Circumferential Highway Layout of 1953, thence northerly by said Highway Layout to the point of beginning."

(b) Place in the Medical Marijuana Overlay District a portion of the Highland Commercial -128 District (HC-128) located north of Highland Avenue, superimposing that district over the portion of the Highland Commercial -128 District (HC-128) bounded and described as follows:

"Beginning at the point of intersection of the centerline of Highland Avenue and the easterly sideline of the Circumferential State Highway Layout of 1953, known as Route 128 (Interstate Route 95); thence running northerly along said sideline of the Circumferential State Highway to the point of intersection of said Circumferential Highway and the westerly projection of the southerly lot line at the end line of Brook Road of Lot 2 as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 1364 of 1988, thence running easterly by said projection and said southerly lot line of Lot 2 to a point, thence turning and running northerly by the easterly lot line of Lot 2 to a point of intersection with a line 200 ft. from a parallel to the northerly sideline of Highland Avenue, thence running easterly by said line 200 ft. to a point of intersection on the lot line of Lot B as shown on a plan recorded in the Norfolk County Registry of Deeds as Plan 789 of 1998, thence running southeasterly by said lot line to the intersection of the centerline of Highland Avenue, thence running by said center line westerly to the point of beginning."

ACTION: The main motion was presented but failed to pass by the required two-thirds vote.

ARTICLE 20: AMEND ZONING BY-LAW - INTERIM REGULATIONS FOR MEDICAL MARIJUANA USES

To see if the Town will vote to amend the Zoning By-Law, Section 8, Interim Regulations for Medical Marijuana Uses, Subsection 8.6, Expiration, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

"8.6 Expiration

This Section 8 shall be effective through December 30, 2014."

Or take any other action relative thereto.

Article Information: This article seeks to amend the Town's Zoning By-law so as to extend the interim moratorium on the location of medical marijuana facilities in the Town of Needham from March 1, 2014 until December 31, 2014. If it is determined through the Town Meeting process that the zoning proposed under Articles 18 and 19 above should not be adopted at this time, this amendment would retain all of the existing zoning text except for the March 1, 2014 expiration date. This would result in December 31, 2014 being the final expiration date, and would allow additional time to develop an alternative proposal.

MOVED: That the Town vote to amend the Zoning By-Law, Section 8, Interim Regulations for Medical Marijuana Uses, Subsection 8.6, Expiration, by revising the paragraph, so that the entire subsection shall now read as follows: (new language underlined):

"8.6 Expiration

This Section 8 shall be effective through December 30, 2014."

Mr. Martin Jacob, member, addressed this proposal on behalf of the Planning Board. He stated that the Planning Board instead seeks to extend the moratorium.

Mr. Maurice P. Handel, Selectman, advised that the Board of Selectmen concur with Mr. Jacobs and the need for further study.

In response to an inquiry from Mr. Richard A. Zimbone, Mr. Jacobs indicated that it is not clear if the state takes over if the Town does not provide regulations in the new Registered Marijuana Dispensary regulations.

Mr. Artie R. Crocker noted that he thought the moratorium was for the State to promulgate regulations.

ACTION: The main motion was presented but the Moderator was in doubt. The motion was again presented and carried on a hand count by the required two-thirds vote. The hand count was Aye 133 – Nay 66.

ARTICLE 21: AMEND ZONING BY-LAW – SITE PLAN REVIEW

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the phrase "or any construction project which changes an exterior façade" from the first sentence of the fifth paragraph and by further deleting the last sentence thereof which reads "(For purposes of this section, façade change shall not include provision of awnings nor the replacement of windows and doors provided such items conform with the design standards as articulated in the 'Town of Needham, Design Guidelines for the Business District', dated August 15, 1985.)" so that the entire paragraph shall now read as follows:

"In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of

this By-Law and which results in an increase in the number of required parking or loading spaces."

(b) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by adding the underlined language at the end of the twelfth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"In the Center Business District, a **MINOR PROJECT** is any construction project which involves a change in the exterior façade of a building and the project is not a Major Project as defined by this By-Law. Notwithstanding any provision of this Section 7.4 requiring site plan approval by the Planning Board, any construction project which only involves a change in the exterior façade of a building shall be subject to review by and approval of the Design Review Board. Any person aggrieved by a decision of the Design Review Board may seek de novo review of the façade change from the Planning Board, which may approve or disapprove the façade change, by filing an application with the Planning Board within ten (10) days of the Design Review Board's filing of its decision with the Building Inspector. At least seven days prior to the Planning Board's meeting scheduled to review the application (see next sentence), if the aggrieved party is the original applicant, said original applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Planning Board shall hold a meeting, to which the original applicant shall be invited, for the purpose of conducting a review of the proposed façade changes. Within fifteen (15) days of the meeting, the Planning Board shall issue its decision and deliver copies of same to the applicant, the Design Review Board and the Building Inspector."

(c) Amend Section 7.4 Site Plan Review, Subsection 7.4.3, Requirements, by revising the first sentence of the third paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"**MINOR PROJECTS** – In the case of a minor project not requiring a special permit from the Board of Appeals and except as provided otherwise in Section 7.4.2 for a minor project that only involves a change in the exterior façade of a building in the Center Business District, the Planning Board shall conduct the Site Plan Review and issue a report to the applicant with a copy of said report to the Building Inspector within thirty-five (35) days from the date of filing of the Site Plan. Failure of the Board to issue said report within the 35 days shall be construed as satisfying this section."

(d) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by revising the first paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"The Design Review Board shall review requests for site plan review and approval submitted in accordance with Section 7.4 Site Plan Review and requests for special permits in accordance with Section 4.2.5 Planned Residential Development and Section 4.2.4 Flexible Development and, for a minor project that only involves a change in the exterior façade of a building in the Center Business District, shall review and may approve such façade change."

(e) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2. Authority and Specific Powers, by adding a new sentence at the end of the fourth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"It shall evaluate such requests based on Subsection 7.7.4 Design Criteria below. Its findings and recommendations, along with any suggested restrictions and conditions, shall be transmitted to the applicant and Planning Board, acting as a special permit granting authority for "Major Projects" under Site Plan Review, Planned Residential Developments and Flexible Developments. Such advisory reports of the Design Review Board shall be transmitted to the Building Inspector and applicant in all other instances as described in the two paragraphs above for "Minor Projects" under Site Plan Review, building permits in all non-residential districts, and sign permits. For a minor project that only involves a change in the exterior of a building in the Center Business District, the Design Review Board shall be the review and approval entity for such façade changes."

(f) Amend Section 7.7 Design Review, Subsection 7.7.3, Procedure, by inserting immediately above the paragraph that reads "In the case of a Special Permit for Site Plan Review..." a new third paragraph to read as follows:

"In connection with the Design Review Board's authority to review and approve exterior façade changes in the Center Business District pursuant to Section 7.4.2, an application shall be submitted to the Design Review Board. At least seven days prior to the Design Review Board meeting scheduled to review the application (see next sentence), the applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Design Review Board shall hold a meeting, to which the applicant shall be invited, for the purpose of conducting a review of the proposed exterior façade changes. Within fifteen (15) days of the meeting, the Design Review Board shall issue its decision and deliver copies of same to the applicant, the Planning Board and the Building Inspector."

Or take any other action relative thereto.

Article Information: In the summer of 2012, the Downtown Subcommittee of the Council of Economic Advisors ("CEA"), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, began discussions with landlords, tenants, and practicing attorneys permitting projects in the downtown area regarding issues affecting downtown development. As a result of those discussions, the Subcommittee reviewed existing zoning and permitting processes and outlined proposed streamlining initiatives. Subsequently, the CEA made streamlining the permitting processes one of its three priorities and reached out to the Planning Board to begin effectuating the initiatives.

The proposed amendment to Section 7 would make the Design Review Board the review and approval authority for exterior façade modification only projects in the Center Business District. (That board presently reviews such changes in other districts without Planning Board oversight.) Rather than going through a formal site plan review process with the Planning Board, under the amendment, an applicant desiring only to change its exterior façade would bring its project to the Design Review Board via a much more expedited and simple process. The amendment preserves review by the Planning Board but only in cases where a party aggrieved by the Design Review Board's decision appeals. In such cases of appeal, the Planning Board has de novo review powers. This amendment creates a simplified and expeditious process, which is consistent with streamlining goals.

MOVED: That the Town vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the phrase "or any construction project which changes an exterior façade" from the first sentence of the fifth paragraph and by further deleting the last sentence thereof which reads "(For purposes of this section, façade change shall not include provision of awnings nor the replacement of windows and doors provided such items conform with the design standards as articulated in the 'Town of Needham, Design Guidelines for the Business District', dated August 15, 1985.)" so that the entire paragraph shall now read as follows:

"In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking or loading spaces."

(b) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by adding the underlined language at the end of the twelfth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"In the Center Business District, a **MINOR PROJECT** is any construction project which involves a change in the exterior façade of a building and the project is not a Major Project as defined by this By-Law. Notwithstanding any provision of this Section 7.4 requiring site plan approval by the Planning Board, any construction project which only involves a change in the exterior façade of a building shall be subject to review by and approval of the Design Review Board. Any person aggrieved by a decision of the Design Review Board may seek de novo review of the façade change from the Planning Board, which may approve or disapprove the façade change, by filing an application with the Planning Board within ten (10) days of the Design Review Board's filing of its decision with the Building Inspector. At least seven days prior to the Planning Board's meeting scheduled to review the application (see next sentence), if the aggrieved party is the original applicant, said original applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Planning Board shall hold a meeting, to which the original applicant shall be invited, for the purpose of conducting a review of the proposed façade changes. Within fifteen (15) days of the meeting, the Planning Board shall issue its decision and deliver copies of same to the applicant, the Design Review Board and the Building Inspector."

(c) Amend Section 7.4 Site Plan Review, Subsection 7.4.3, Requirements, by revising the first sentence of the third paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"**MINOR PROJECTS** – In the case of a minor project not requiring a special permit from the Board of Appeals and except as provided otherwise in Section 7.4.2 for a minor project that only involves a change in the exterior façade of a building in the Center Business District, the Planning Board shall conduct the Site Plan Review and issue a report to the applicant with a copy of said report to the Building Inspector within thirty-five (35) days from the date of filing of the Site Plan. Failure of the Board to issue said report within the 35 days shall be construed as satisfying this section."

(d) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by revising the first paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"The Design Review Board shall review requests for site plan review and approval submitted in accordance with Section 7.4 Site Plan Review and requests for special permits in accordance with Section 4.2.5 Planned Residential Development and Section 4.2.4 Flexible Development and, for a minor project that only involves a change in the exterior façade of a building in the Center Business District, shall review and may approve such façade change."

(e) Amend Section 7.7 Design Review, Subsection 7.7.2, Design Review Board, Subparagraph 7.7.2.2, Authority and Specific Powers, by adding a new sentence at the end of the fourth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"It shall evaluate such requests based on Subsection 7.7.4 Design Criteria below. Its findings and recommendations, along with any suggested restrictions and conditions, shall be transmitted to the applicant and Planning Board, acting as a special permit granting authority for "Major Projects" under Site Plan Review, Planned Residential Developments and Flexible Developments. Such advisory reports of the Design Review Board shall be transmitted to the Building Inspector and applicant in all other instances as described in the two paragraphs above for "Minor Projects" under Site Plan Review, building permits in all non-residential districts, and sign permits. For a minor project that only involves a change in the exterior of a building in the Center Business District, the Design Review Board shall be the review and approval entity for such façade changes."

(f) Amend Section 7.7 Design Review, Subsection 7.7.3, Procedure, by inserting immediately above the paragraph that reads "In the case of a Special Permit for Site Plan Review..." a new third paragraph to read as follows:

"In connection with the Design Review Board's authority to review and approve exterior façade changes in the Center Business District pursuant to Section 7.4.2, an application shall be submitted to the Design Review Board. At least seven days prior to the Design Review Board meeting scheduled to review the application (see next sentence), the applicant shall post a Planning Board approved form of notice of the meeting in a publicly visible location upon the subject building and place a copy of said approved form of notice in a local paper. Within twenty (20) days of receipt of the application, the Design Review Board shall hold a meeting, to which the applicant shall be invited, for the purpose of conducting a review of the proposed exterior façade changes. Within fifteen (15) days of the meeting, the Design Review Board shall issue its decision and deliver copies of same to the applicant, the Planning Board and the Building Inspector."

Mrs. Elizabeth Jane Grimes, member, addressed this proposal on behalf of the Planning Board and urged adoption. She explained that this article eliminates the second step in the process.

Mr. Maurice P. Handel, Selectman, advised that the Board of Selectmen agrees with the Planning Board and urges support of this article. This article eliminates duplication and unnecessary costs.

Mr. Richard M. Reilly, member, addressed this proposal on behalf of the Finance Committee. He advised that the intent of this article is to streamline the process for minor projects. The Finance Committee recommends adoption of this article.

Mr. Thomas John Crimlisk questioned why the homeowners need to apply for a permit. He urged a no vote on this proposal.

In response to an inquiry from Mr. Steven M. Rosenstock, Mr. Maurice P. Handle advised that the Design Review Board is jointly appointed by the Planning Board and the Board of Selectmen.

ACTION: The main motion was presented and passed by the required two-thirds vote declared by the Moderator on a voice vote.

ARTICLE 22: AMEND ZONING BY-LAW – OFF-STREET PARKING REQUIREMENTS

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.1, General Provisions, by adding the underlined language at the end of the paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"Paved off-street parking spaces shall be provided for all uses and structures (excluding single and two family structures) as described in Section 5.1.2 in accordance with the provisions of this Section. No change of a structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking shall be made unless in accordance with Sections 5.1.2 and 5.1.3 for the entire use of structure. Notwithstanding the above, a change of an existing structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking of 9 or fewer spaces in the Center Business, Chestnut Street Business or Avery Square Business Districts or 3 or fewer spaces in all other Commercial and Industrial Districts may proceed without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the preceding sentence. This Section shall apply to the cumulative total of all additions and changes in use from May 15, 1985."

(b) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.3, Mixed Uses, by inserting a new second sentence and by deleting the word "additions" from the last sentence of the paragraph and substituting the phrase "changes or conversions in use", so that the entire paragraph shall now read as follows: (new language underlined):

"No change or conversion of a use in a mixed use structure to a use which requires additional off-street parking shall be permitted unless off-street parking is provided in accordance with Sections 5.1.2 and 5.1.3 for the entire structure or said change or conversion does not exceed 1,000 square feet or 5 percent of the total building floor area, whichever is greater. Furthermore, a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 9 or fewer spaces may proceed in the Center Business, Chestnut Street Business or Avery Square Business Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required; and a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 3 or fewer spaces may proceed in all other Commercial and Industrial Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the two preceding sentences. This Section shall apply to the cumulative total of all changes or conversions in use from May 15, 1985."

(c) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.4, Exception, by adding a new paragraph at the end of the section to read as follows:

"If a parking lot is required to be brought into compliance with federal and/or state law mandating creation, restriping, regrading or reconstruction of a handicapped accessible parking space or spaces, then no relief or waivers from this Section 5.1 need be sought to

implement state or federal law."

(d) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.7, Applicability for Parking Area, by revising the first sentence of the paragraph. so that the entire first sentence shall now read as follows: (new language underlined):

"Except as provided or excepted by Sections 5.1.1.1, 5.1.1.3 and 5.1.1.4, the construction, enlargement, or alteration of a parking area containing 5 or more spaces shall adhere to all of the requirements of Section 5.1.3 Parking Plan and Design Requirements, unless strict adherence to the requirements of Section 5.1.3 is waived by a special permit granted by the Board of Appeals under the provisions of Subsection 5.1.1.5."

(e) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the first sentence of the fifth paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

"In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking spaces by 10 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking spaces; or any project which results in any new curb- or driveway-cut."

(f) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the sixth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"In the Neighborhood Business District, a **MAJOR PROJECT**, is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.3 of this By-Law and which results in an increase in the number of required parking spaces by 4 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking space; or any project which results in any new curb- or driveway-cut."

(g) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the word "creation" from the eleventh paragraph and substituting the phrase "construction of a new parking lot or expansion of an existing lot and the addition", so that the entire paragraph shall now read as follows: (new language underlined):

"In a Business, Avery Square Business, or Hillside Avenue Business District, a **MINOR PROJECT** is any project which results in the construction of a new parking lot or expansion of an existing lot and the addition of from 1 to 9 new off-street parking spaces – and the project cannot be defined as a Major Project."

Or take any other action relative thereto.

Article Information: In the summer of 2012, the Downtown Subcommittee of the Council of Economic Advisors ("CEA"), a committee established by the Board of Selectmen to evaluate Town-wide economic conditions and make recommendations to promote and encourage new and existing businesses, began discussions with landlords, tenants, and practicing attorneys permitting projects in the downtown area regarding issues affecting development. As a result of those discussions, the Subcommittee reviewed existing zoning and permitting processes and outlined proposed streamlining initiatives. Subsequently, the CEA made streamlining the permitting processes one of its three priorities and reached out to the Planning Board to begin effectuating the initiatives.

The proposed amendment to Section 5 would create a threshold under which projects would not require waiver or other permitting to go forward. Under the amendment to Section 5.1.1.1. General Provisions, in the Center Business, Chestnut Street Business and Avery Square Business Districts, where public parking lots exist to serve the area, a change of an existing structure or change of use which results in an increased parking demand of 9 or fewer spaces may proceed without requiring additional special permit relief or waivers from the Off-Street Parking requirements of Sections 5.1.2 (specifying the number of spaces based on use) and 5.1.3 (specifying the parking lot design requirements) unless the lot is not compliant with handicapped parking [Section 5.1.3(c)], general driveway opening requirements [first sentence of Section 5.1.3(d)], location [Section 5.1.3(m), i.e., the parking is not on site or within the distance specified] and/or bicycle racks [Section 5.1.3(n)]. In all other Commercial and Industrial Districts, where public parking lots do not presently exist to serve the area, a change of an existing structure or change of use which results in an increased parking demand of 3 or fewer spaces may proceed without requiring additional special permit relief or waivers from the Off-Street Parking requirements of Sections 5.1.2 (specifying the number of spaces based on use) and 5.1.3 (specifying the parking lot design requirements) unless the lot is not compliant with handicapped parking [Section 5.1.3(c)], general driveway opening requirements [first sentence of Section 5.1.3(d)], location [Section 5.1.3(m), i.e., the parking is not on site or within the distance specified] and/or bicycle racks [Section 5.1.3(n)]. In both circumstances, the increase in the parking demand is cumulative of all additions or changes in use from May 15, 1985, a date expressed in the existing By-Law. The threshold set forth is also made applicable to changes or conversions of use in a mixed use structure through identical changes to Section 5.1.1.3.

The amendment creates an additional exception from the Off-Street Parking Requirements of Section 5.1 by adding a new paragraph to Section 5.1.1.4 which provides that, if a parking lot is required to be brought into compliance with handicap accessible parking by creating, restriping, regrading or reconstructing such spaces, then no relief or waivers under Section 5.1 are required.

Consistent with the changes in Section 5.1, the Amendment also redefines the trigger for a Major Site Plan in the Center Business District in Section 7.4.2 by creating a threshold for a project which increases the number of parking spaces required to 10 or more, increases the number of loading spaces, results in a new curb or driveway-cut or constructs actual off-street parking spaces. Without the amendment, all projects which increased the number of parking spaces required triggered Major Site Plan review in the District.

Similarly and consistent with the changes in Section 5.1, the Amendment also redefines the trigger for a Major Site Plan in the

Neighborhood Business District in Section 7.4.2 by creating a threshold for a project which increases the number of parking spaces required to 4 or more, increases the number of loading spaces, results in a new curb or driveway-cut or constructs actual off-street parking spaces. Without the amendment, all projects which increased the number of parking spaces required triggered Major Site Plan review in the District.

This amendment expedites the process for projects falling under the newly established thresholds and is, accordingly, consistent with streamlining goals.

MOVED: That the Town vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.1, General Provisions, by adding the underlined language at the end of the paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"Paved off-street parking spaces shall be provided for all uses and structures (excluding single and two family structures) as described in Section 5.1.2 in accordance with the provisions of this Section. No change of a structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking shall be made unless in accordance with Sections 5.1.2 and 5.1.3 for the entire use of structure. Notwithstanding the above, a change of an existing structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking of 9 or fewer spaces in the Center Business, Chestnut Street Business or Avery Square Business Districts or 3 or fewer spaces in all other Commercial and Industrial Districts may proceed without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the preceding sentence. This Section shall apply to the cumulative total of all additions and changes in use from May 15, 1985."

(b) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.3, Mixed Uses, by inserting a new second sentence and by deleting the word "additions" from the last sentence of the paragraph and substituting the phrase "changes or conversions in use", so that the entire paragraph shall now read as follows: (new language underlined):

"No change or conversion of a use in a mixed use structure to a use which requires additional off-street parking shall be permitted unless off-street parking is provided in accordance with Sections 5.1.2 and 5.1.3 for the entire structure or said change or conversion does not exceed 1,000 square feet or 5 percent of the total building floor area, whichever is greater. Furthermore, a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 9 or fewer spaces may proceed in the Center Business, Chestnut Street Business or Avery Square Business Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required; and a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 3 or fewer spaces may proceed in all other Commercial and Industrial Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the two preceding sentences. This Section shall apply to the cumulative total of all changes or conversions in use from May 15, 1985."

(c) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.4, Exception, by adding a new paragraph at the end of the section to read as follows:

"If a parking lot is required to be brought into compliance with federal and/or state law mandating creation, restriping, regrading or reconstruction of a handicapped accessible parking space or spaces, then no relief or waivers from this Section 5.1 need be sought to implement state or federal law."

(d) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.7, Applicability for Parking Area, by revising the first sentence of the paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

"Except as provided or excepted by Sections 5.1.1.1, 5.1.1.3 and 5.1.1.4, the construction, enlargement, or alteration of a parking area containing 5 or more spaces shall adhere to all of the requirements of Section 5.1.3 Parking Plan and Design Requirements, unless strict adherence to the requirements of Section 5.1.3 is waived by a special permit granted by the Board of Appeals under the provisions of Subsection 5.1.1.5."

(e) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the first sentence of the fifth paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

"In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking spaces by 10 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking spaces; or any project which results in any new curb- or driveway-cut."

(f) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the sixth paragraph, so that the entire paragraph shall now read as follows: (new

language underlined):

"In the Neighborhood Business District, a **MAJOR PROJECT**, is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.3 of this By-Law and which results in an increase in the number of required parking spaces by 4 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking space; or any project which results in any new curb- or driveway-cut."

(g) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the word "creation" from the eleventh paragraph and substituting the phrase "construction of a new parking lot or expansion of an existing lot and the addition", so that the entire paragraph shall now read as follows: (new language underlined):

"In a Business, Avery Square Business, or Hillside Avenue Business District, a **MINOR PROJECT** is any project which results in the construction of a new parking lot or expansion of an existing lot and the addition of from 1 to 9 new off-street parking spaces – and the project cannot be defined as a Major Project."

Or take any other action relative thereto.

The following motion to amend was offered by Elizabeth Jane Grimes: 5.1.1.1 This Section shall apply to the cumulative total of all additions and changes in use from May 15, 1985 as to which special permit relief or waiver from Sections 5.1.2 and 5.1.3 was not granted prior to the addition or change in use that re quires additional off-street parking.

5.1.1.3 This Section shall apply to the cumulative total of all changes or conversions in use from May 1 5, 1985 as to which special permit relief or waiver from Sections 5.1.2 and 5.1.3 was not granted prior to the change or conversion in use t hat requires additional off-street parking.

Mr. Mark J. Gluesing offered the following motion to amend:

"Parts

a. Delete last sentence of paragraph "This section shall apply to the cumulative total of all additions and changes in use from May 15, 1985/"

b. Delete last sentence of paragraph "This Section shall apply to the cumulative total of all changes or conversions in use from May 15, 1985."

Mr. Bruce T. Eisenhut, Chairman, addressed this proposal on behalf of the Planning Board. This article is also to streamline the procedure on off-street parking. He explained that the Planning Board already grants waivers to allow an additional 5 parking spaces. The Planning Board unanimously recommends adoption.

Mr. Maurice P. Handel, Selectman, stated that this article reduces regulatory requirements similar to the previous article. He urged adoption on the main motion and the motion to amend.

Mr. John P. Connelly, Chairman, feels this is an appropriate amendment and recommended approval on behalf of the Finance Committee.

Mr. Mark J. Gluesing requested withdrawal of his motion to amend and supports the Planning Board's motion to amend. The motion to withdraw this amendment is accepted.

Mr. Terence P. Noonan suggested the need for clarification on how this will work.

After a brief discussion, the motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend the Needham Zoning By-Law as follows:

(a) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.1, General Provisions, by adding the underlined language at the end of the paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"Paved off-street parking spaces shall be provided for all uses and structures (excluding single and two family structures) as described in Section 5.1.2 in accordance with the provisions of this Section. No change of a structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking shall be made unless in accordance with Sections 5.1.2 and 5.1.3 for the entire use of structure. Notwithstanding the above, a change of an existing structure or use from a use or uses as described in the categories of Section 5.1.2 to another such category that requires additional off-street parking of 9 or fewer spaces in the Center Business, Chestnut Street Business or Avery Square Business Districts or 3 or fewer spaces in all other Commercial and Industrial Districts may proceed without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the preceding sentence. This Section shall apply to the cumulative total of all additions and changes in use from May 15, 1985 as to which special permit relief or waiver from Sections 5.1.2 and 5.1.3 was not granted prior to the addition or change in use that requires additional off-street parking."

(b) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.3, Mixed Uses, by inserting a new second sentence and by deleting the word "additions" from the last sentence of the paragraph and substituting the phrase "changes or conversions in use", so that the entire paragraph shall now read as follows: (new language underlined):

"No change or conversion of a use in a mixed use structure to a use which requires additional off-street parking shall be permitted unless off-street parking is provided in accordance with Sections 5.1.2 and 5.1.3 for the entire structure or said change or conversion does not exceed 1,000 square feet or 5 percent of the total

building floor area, whichever is greater. Furthermore, a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 9 or fewer spaces may proceed in the Center Business, Chestnut Street Business or Avery Square Business Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required; and a change or conversion of a use in a mixed use structure to a use or uses which require off-street parking of 3 or fewer spaces may proceed in all other Commercial and Industrial Districts without requiring special permit relief or waivers from Sections 5.1.2 and 5.1.3, unless the parking is not compliant with Section 5.1.3 (c) Handicapped Parking, the first sentence of (d) Driveway Openings, (m) Location, and/or (n) Bicycle Racks in which case special permit relief or waivers is required. The special permit or waiver requirements of this Section 5.1 shall not apply to any project which does not trigger the thresholds set forth in the two preceding sentences. This Section shall apply to the cumulative total of all changes or conversions in use from May 15, 1985 as to which special permit relief or waiver from Sections 5.1.2 and 5.1.3 was not granted prior to the change or conversion in use that requires additional off-street parking."

(c) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.4, Exception, by adding a new paragraph at the end of the section to read as follows:

"If a parking lot is required to be brought into compliance with federal and/or state law mandating creation, restriping, regrading or reconstruction of a handicapped accessible parking space or spaces, then no relief or waivers from this Section 5.1 need be sought to implement state or federal law."

(d) Amend Section 5.1 Off-Street Parking Requirements, Subsection 5.1.1, Applicability, Subparagraph 5.1.1.7, Applicability for Parking Area, by revising the first sentence of the paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

"Except as provided or excepted by Sections 5.1.1.1, 5.1.1.3 and 5.1.1.4, the construction, enlargement, or alteration of a parking area containing 5 or more spaces shall adhere to all of the requirements of Section 5.1.3 Parking Plan and Design Requirements, unless strict adherence to the requirements of Section 5.1.3 is waived by a special permit granted by the Board of Appeals under the provisions of Subsection 5.1.1.5."

(e) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the first sentence of the fifth paragraph, so that the entire first sentence shall now read as follows: (new language underlined):

"In the Center Business District, a **MAJOR PROJECT** is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.2 of this By-Law and which results in an increase in the number of required parking spaces by 10 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking spaces; or any project which results in any new curb- or driveway-cut."

(f) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by revising the sixth paragraph, so that the entire paragraph shall now read as follows: (new language underlined):

"In the Neighborhood Business District, a **MAJOR PROJECT**, is any construction project which creates or adds gross floor area; or any project which involves a change in part or all of an existing building or lot from one use category to another as defined under Subsection 3.2.3 of this By-Law and which results in an increase in the number of required parking spaces by 4 or more new off-street parking spaces or which results in an increase in the required number of loading spaces; or any project which results in the construction of any additional off-street parking space; or any project which results in any new curb- or driveway-cut."

(g) Amend Section 7.4 Site Plan Review, Subsection 7.4.2, Definitions, by deleting the word "creation" from the eleventh paragraph and substituting the phrase "construction of a new parking lot or expansion of an existing lot and the addition", so that the entire paragraph shall now read as follows: (new language underlined):

"In a Business, Avery Square Business, or Hillside Avenue Business District, a **MINOR PROJECT** is any project which results in the construction of a new parking lot or expansion of an existing lot and the addition of from 1 to 9 new off-street parking spaces – and the project cannot be defined as a Major Project."

ARTICLE 23: AMEND ZONING BY-LAW – INDOOR ATHLETIC OR EXERCISE FACILITIES IN AN INDUSTRIAL AND INDUSTRIAL-1 DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by inserting immediately below the row that reads "Personal fitness service establishment; where there is insufficient off-street parking on-site to serve all land uses located thereon in adherence with the requirements of Section 5.1.2 but where it can be demonstrated that the hours, or days, of peak parking for the uses are sufficiently different that a lower total will provide adequately for all uses or activities served by the parking lot" a new entry, which shall read as follows:

"Use	RRC	SRB	GR	A-1,2	I	IND	IND-

	SRA			&3			1
Indoor Athletic or Exercise Facilities	N	N	N	N	N	SP*	SP

*Applies only to Industrial Districts any portion of which is located within 150 feet of the Route 128 boundary, otherwise N."

Or take any other action relative thereto.

Article Explanation: This article would authorize Indoor Athletic or Exercise Facilities in the Industrial-1 District and select portions of the Industrial District by special permit. Specifically, the area of the Industrial District where the use would be permitted by special permit is any portion of said district located within 150 feet of the Route 128 boundary. Presently the use is permitted by special permit in Needham's New England Business Center, Highland Commerical-128, and Mixed Use-128 districts.

Indoor Athletic or Exercise Facilities are defined within the zoning by-law as a commercial facility which as its primary purpose provides facilities for individual physical health activities, such as aerobic exercise, running and jogging, use of exercise equipment, saunas, showers, massage rooms and lockers. Such establishments are operated as a business even if open only to members and their guests on a membership basis and to the public at large paying a daily admission fee. All facilities must be contained within the building.

MOVED: That the Town vote to amend the Needham Zoning By-Law as follows:

In Section 3.2, Schedule of Use Regulations, Subsection 3.2.1, Uses in the Rural Residence-Conservation, Single Residence A, Single Residence B, General Residence, Apartment A-1, Apartment A-2, Apartment A-3, Institutional, Industrial and Industrial-1 Districts, by inserting immediately below the row that reads "Personal fitness service establishment; where there is insufficient off-street parking on-site to serve all land uses located thereon in adherence with the requirements of Section 5.1.2 but where it can be demonstrated that the hours, or days, of peak parking for the uses are sufficiently different that a lower total will provide adequately for all uses or activities served by the parking lot" a new entry, which shall read as follows:

"Use	RRC SRA	SRB	GR	A-1,2 &3	I	IND	IND-1
Indoor Athletic or Exercise Facilities	N	N	N	N	N	SP*	SP

*Applies only to Industrial Districts any portion of which is located within 150 feet of the Route 128 boundary, otherwise N."

Mr. Sam Bass Warner, member, stated that there is a growing demand for new indoor athletic facilities. He advised that the Planning Board unanimously supports this article.

Mr. Maurice P. Handel, Selectman, stated that the Board of Selectmen unanimously recommends adoption of this article

Ms. Lisa W. Zappala, member, advised that the Finance Committee feels this makes a lot of sense and voted unanimously to adopt this proposal.

ACTION: The main motion was presented and carried unanimously by voice vote.

ARTICLE 24: AMEND GENERAL BY-LAW – BOWS AND ARROWS

To see if the Town will vote to amend Section 3.1.12 of the Town's General Bylaws by changing the descriptive title of the paragraph to "Bows and Arrows"; by inserting in the first clause after the word "shall" the words "possess or"; and by inserting in the second clause after the word "other" the word "public"; or take any other action thereto.

Article Information: The 2012 Annual Town Meeting amended the General By-laws to include limits on hunting by bow and arrow. The intent of this article is to extend the bow and arrow hunting restriction to possession of bows and arrows on Town property, as enforcement agents are not always able to witness the actual discharge of the weapon. This provision will help ensure that there is no hunting by bow and arrow on Town property without the consent of the Board of Selectmen, and no hunting on private property without the consent of the property owner.

If the amendment is adopted, the By-law will read as follows:

3.1.12 ~~Discharge of~~ Bow and Arrows. No person shall ***possess or*** *discharge bow and arrow within the limits of any park, playground, public way, public building or other* ***public*** *property except with the consent of the Board of Selectmen, or hunt by bow and arrow on any private property except with the written consent of the property's owner or legal occupant.*

MOVED: That the Town vote to amend Section 3.1.12 of the Town's General Bylaws by changing the descriptive title of the paragraph to "Bows and Arrows"; by inserting in the first clause after the word "shall" the words "possess or"; and by inserting in the second clause after the word "other" the word "public".

A motion to amend was offered by Mrs. Marianne B. Cooley as follows: that the main motion under Article 24 be amended by deleting the word "possess" and inserting in place thereof the word "hunt".

Mrs. Marianne B. Cooley, selectman, explained that reports of hunters at Ridge Hill caused this article to be created. She noted that the Board of Selectmen recommends adoption of both the article and the amendment.

A motion to amend the motion to amend was offered by Mr. Paul S. Alpert to add the word "with" after the word "hunt".

In response to an inquiry from Mr. Robert E. Deutsch, Police Chief Philip Droney advised that crossbows are not permitted.

Mr. Alpert's motion to amend was presented and passed by majority vote on a voice vote.

Mrs. Cooley's motion to amend was presented and passed by majority vote

ACTION: The main motion, as amended, was presented and carried by majority vote on a voice vote.

VOTED: That the Town vote to amend Section 3.1.12 of the Town's General Bylaws by changing the descriptive title of the paragraph to "Bows and Arrows"; by inserting in the first clause after the word "shall" the words "hunt with or"; and by inserting in the second clause after the word "other" the word "public".

ARTICLE 25: AMEND GENERAL BY-LAW – PRIVATE WAYS

To see if the Town will vote to amend the Town's General By-laws by deleting Section 2.2.5.6 and inserting in place thereof the following:

" 2.2.5.6 Private Ways

2.2.5.6.1 Snow and Ice Removal. The Town may remove snow and ice from such private ways within its limits for emergency vehicle access in accordance with Massachusetts General Laws and in accordance with regulations or policies issued by the Board of Selectmen. Such snow and ice removal may be limited to those private ways maintained in an acceptable condition and in accordance with standards determined by the Director of Public Works.

2.2.5.6.2 Barricades. Barricades installed on private ways that serve to deter prompt and appropriate emergency access shall be removed on order of the Fire Chief.

2.2.5.6.3 Temporary Repairs. The Town may perform temporary repairs to private ways if such repairs are determined by the Director of Public Works to be required for public necessity, in accordance with regulations or policies issued by the Board of Selectmen.

Said repairs shall be considered necessary to abate the immediate hazard caused by the defect and shall not be considered as maintenance of the private way nor shall the way be considered a public way. Drainage shall not be included as part of any such repairs, and the private way need not have been open to public use prior to the repairs being made.

Abutters to the private way may petition the Town to perform temporary repairs. In such cases, fifty one percent of the abutters to the private way must petition the Director of Public Works for the repairs to be made by the Town. Upon receipt of a petition and a determination of the necessity of such repairs, the Town shall provide the petitioners with a statement of the cost of such repairs. Within seven (7) days of receipt of the statement of cost, the petitioners shall be entitled to withdraw the petition. Unless the petition is withdrawn, the Town shall promptly make the repairs and the petitioners shall thereafter reimburse the Town for the cost of the repairs, if the repairs exceed $300. The reimbursement amount shall be equal to the petitioner's pro rata share of the cost of repairs based on the ratio that each petitioner's frontage bears to the total frontage of the petitioners on the private way. Betterment charges will not be assessed for such repairs.

If the cost of repairs does not exceed $300, no reimbursement will be required.

The Town shall not be liable for any damage to private property caused by such repairs, except as otherwise provided by law. "

Or take any other action relative thereto.

Article Information: The Town adopted a Private Ways By-Law in 2008 to provide for temporary repairs and snow and ice removal by the Town on private ways, which include roads which the public may have a right to use, but which are privately owned

and not accepted as town streets. The temporary repairs provision is intended to be for work deemed minimally necessary to abate an immediate hazard.
In approving the By-law, the Attorney General noted that the By-law did not address some of the provisions of M.G.L. Chapter 40, Section 6N, which is the statute that allows the Town to perform temporary repairs on private ways. The Attorney General suggested that the By-law be amended to include additional provisions relating to drainage, abutter petition, limit of liability, prior use of the private way, and cash deposit requirements.

A proposed amendment of the By-law, as 2013 ATM Article 26, was submitted to Town Meeting last year, and after question and debate, referred back to the Board of Selectmen. This article is intended to revise the By-law to address both the Attorney General's recommendations and concerns raised in the 2013 ATM discussion.

The revision adds language shown above, beginning at "Drainage shall not..." to the existing By-law text. The revision would provide that drainage work is not part of the authorized repairs, establish an abutter petition process, provide that the Town shall not be liable for any damages to private property caused by such repairs, except as otherwise provided by law, and state that the private way need not have been open to public use prior to the repairs being made. Cash deposits would not be required under the petition process, but the petitioners would be required to reimburse the town if costs are over $300.

MOVED: That the Town vote to amend the Town's General By-laws by deleting Section 2.2.5.6 and inserting in place thereof the following:

" 2.2.5.6 Private Ways

2.2.5.6.1 Snow and Ice Removal. The Town may remove snow and ice from such private ways within its limits for emergency vehicle access in accordance with Massachusetts General Laws and in accordance with regulations or policies issued by the Board of Selectmen. Such snow and ice removal may be limited to those private ways maintained in an acceptable condition and in accordance with standards determined by the Director of Public Works.

2.2.5.6.2 Barricades. Barricades installed on private ways that serve to deter prompt and appropriate emergency access shall be removed on order of the Fire Chief.

2.2.5.6.3 Temporary Repairs. The Town may perform temporary repairs to private ways if such repairs are determined by the Director of Public Works to be required for public necessity, in accordance with regulations or policies issued by the Board of Selectmen.

Said repairs shall be considered necessary to abate the immediate hazard caused by the defect and shall not be considered as maintenance of the private way nor shall the way be considered a public way. Drainage shall not be included as part of any such repairs, and the private way need not have been open to public use prior to the repairs being made.

Abutters to the private way may petition the Town to perform temporary repairs. In such cases, fifty one percent of the abutters to the private way must petition the Director of Public Works for the repairs to be made by the Town. Upon receipt of a petition and a determination of the necessity of such repairs, the Town shall provide the petitioners with a statement of the cost of such repairs. Within seven (7) days of receipt of the statement of cost, the petitioners shall be entitled to withdraw the petition. Unless the petition is withdrawn, the Town shall promptly make the repairs and the petitioners shall thereafter reimburse the Town for the cost of the repairs, if the repairs exceed $300. The reimbursement amount shall be equal to the petitioner's pro rata share of the cost of repairs based on the ratio that each petitioner's frontage bears to the total frontage of the petitioners on the private way. Betterment charges will not be assessed for such repairs.

If the cost of repairs does not exceed $300, no reimbursement will be required.

The Town shall not be liable for any damage to private property caused by such repairs, except as otherwise provided by law. ".

Mr. Daniel P. Matthews, selectmen, recommended approval on behalf of the Board of Selectmen.

Mr. Richard M. Reilly, member, recommended adoption on behalf of the Finance Committee.

ACTION: The main motion was presented and carried unanimously by voice vote.

Article 26 was voted by unanimous consent on Monday, May 5, 2014.

ARTICLE 27: AMEND GENERAL BY-LAW – MUNICIPAL WATER SUPPLY

To see if the Town will vote to amend the Needham General By-Laws Section 2.2.5.5, Municipal Water Supply, by inserting a new section 2.2.5.5.4 as follows:

"**2.2.5.5.4 Soil Moisture Sensors** Installation of new automatic lawn irrigation systems connected to the municipal water supply in the Town of Needham shall be equipped with a soil moisture sensor approved by the Department of Public Works. Existing automatic lawn irrigation systems connected to the municipal water supply are also encouraged to be equipped with approved soil moisture sensors. The Department of Public Works shall maintain a list of approved moisture sensors."

Article Information: The purpose of this article is to update the Town's By-laws to ensure that the language is consistent with the terms of the Water Withdrawal Permit issued to the Town by the Department of Environmental Protection (DEP). This permit requires that the Town achieve a performance standard of 65 residential gallons per capita per day. The Town has fluctuated between 66 and 67 gallons per day in the last few years. Since it has not achieved the performance standard, the Town is required to file an action plan with the DEP. Based on water demand use patterns, it is clear that outdoor watering accounts for the Town's failure to meet the 65 gallon performance standard. As a result, in its action plan, the Board of Selectmen committed to seeking Town Meeting approval of a By-law requiring the installation of soil moisture sensors on new automatic irrigation systems and encouraging (but not requiring) their installation on existing systems. Achieving the 65 gallon performance standard will allow the Town some additional discretion in implementation of annual outdoor water use restrictions.

MOVED: That the Town vote to amend the Needham General By-Laws Section 2.2.5.5, Municipal Water Supply, by inserting a new section 2.2.5.5.4 as follows:

"**2.2.5.5.4 Soil Moisture Sensors** Installation of new automatic lawn irrigation systems connected to the municipal water supply in the Town of Needham shall be equipped with a soil moisture sensor approved by the Department of Public Works. Existing automatic lawn irrigation systems connected to the municipal water supply are also encouraged to be equipped with approved soil moisture sensors. The Department of Public Works shall maintain a list of approved moisture sensors."

Mr. Maurice P. Handel, Selectman, urged support of this proposal on behalf of the Board of Selectmen.

Mr. Richard A. Zimbone, member, recommended adoption on behalf of the Finance Committee.

In response to an inquiry from Mr. Jeffrey Kristeller, Mr. Handel advised that the enforcement and permitting of these soil moisture sensors would be enforced by the Building Department.

Messrs. David L. Escalante and John J. Frankenthaler expressed concern with this plan.

In response to an inquiry from Mr. John D. Crimmings, Mr. Handel indicated that the town will send out information to encourage installation of these irrigation systems that include soil moisture sensors.

Mr. Handel informed Mr. Stephen Epstein that the cost of these systems is between $140 and $450.

After a brief discussion, a motion to move the previous question was offered by Mr. Gerald A. Rovner. The motion was presented and carried by two-thirds vote declared by the Moderator.

ACTION: The main motion was presented, but the Moderator was in doubt. The motion was again presented, but failed to pass by a count of hands. The hand count was Aye 87 – Nay 93.

ARTICLE 28: AMEND GENERAL BY-LAW – SIGN BY-LAW

To see if the Town will vote to amend the Town's General By-Laws as follows:

1. To amend Section 5.2 of the Sign By-Law ("Definitions") by adding the following at the end of the section:

   "Electronic Billboard: A billboard that changes its message or copy at intervals by programmable electronic, digital, or mechanical processes or remote control.

   Mass DOT: shall mean the Massachusetts Department of Transportation, a body politic and corporate established pursuant to Massachusetts General Laws Chapter 6C.

   State Billboard Regulations: shall mean 700 CMR 3.00: Control and Restrictions of Billboards, Signs and Other Advertising Devices or its successor."

2. To amend Section 5.3 of the Sign By-Law ("Administration") as follows:

   (a) By adding to the first sentence of Section 5.3.1 the following: "Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term "Board" shall mean the Board of Selectmen, and not the Design Review Board, the" and deleting the word "The" at the beginning of the first sentence, so that it reads in pertinent part: "Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term "Board" shall mean the Board of Selectmen and not the Design Review Board, the review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein referred to as the "Board"), as further defined in Section 7.7 of the Needham Zoning By-Law."

   (b) By deleting the first sentence of Section 5.3.4 in its entirety and replacing it with the following: "If an applicant wishes to obtain a permit for a sign that does not comply with this article (except for a special permit for an electronic billboard), he shall apply to the Design Review Board for a Special Permit from the requirements of this article in accordance with the procedure established under sub-section 5.3.3 of this article. In the case of a request for a special permit for an Electronic Billboard, he shall apply to the Board of Selectmen for a special permit in accordance with the procedure established under Section 5.3.4 of this article."

   (c) By adding to the end of Section 5.3.4 the following: "Simultaneously with the filing for a special permit to the Board of Selectmen for an Electronic Billboard, the applicant shall file five copies of the permit application, including five copies of all application materials, with the Design Review Board. The Design Review Board may review requests for special permits for Electronic Billboards and shall, within fourteen days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the Electronic Billboard to the Board of Selectmen, the Building Inspector and the applicant."

3. To amend the Sign By-Law by adding a new Section 5.7:

   "Section 5.7 Electronic Billboard Permits

   Section 5.7.1 General Regulations

   Electronic Billboard Permits shall be allowed in the Town of Needham only under the following terms and circumstances:

   (a) Electronic Billboards may be placed only within areas of Needham that are not Residential Zoning Districts, as set forth in Section 2.1 of the Town of Needham Zoning By-Law.

(b) Electronic Billboard shall be oriented for visibility from Route 128 (I-95).

(c) No Electronic Billboard can be placed within one thousand (1,000) linear feet of an existing Electronic Billboard along the same side of the interstate highway layout.

(d) Electronic Billboards may only be Permanent Freestanding Signs. No portable billboards shall be permitted.

(e) No Electronic Billboard shall extend more than 50 feet above the base of said free-standing sign at ground level. Said 50 feet shall be computed by drawing a horizontal line from the top of the Electronic Billboard to the top of the pole supporting said Electronic Billboard and measuring from that point to the point where the support pole meets the ground. If the support pole is located on a slope, the distance shall be measured from the highest elevation where the support pole meets the ground.

(f) Electronic Billboards may be v-shaped to afford visibility to both the northbound and southbound lanes of Route 128 (I-95).

(g) Electronic Billboards shall not be revolving.

(h) The maximum square footage of the display face of an Electronic Billboard shall be 672 square feet. Frames, aprons, catwalks, safety apparatus and other appurtenances shall be excluded from maximum square footage.

Section 5.7.2 Special Permit

Electronic Billboards shall be governed, reviewed and approved by the Board of Selectmen. Electronic Billboards shall be allowed by special permit, but only if the proposed Electronic Billboard meets all of the Electronic Billboard Design Guidelines set forth herein. The Special Permit finding set forth in Section 5.3.4 of this By-Law that "owing to physical peculiarities of the specific location, literal enforcement of the terms of this article would result in substantial hardship to the applicant, or substantial detriment to the vicinity, and that such a Special Permit will be consistent with the stated objectives of this article" shall not be applicable to Electronic Billboards, but a Special Permit shall be granted only if the Board finds that the Electronic Billboards Design Criteria set forth in Section 5.7.3 are met. Notwithstanding the provisions of Section 5.3.4, Electronic Billboards shall be transferable.

Section 5.7.3 Electronic Billboards Design Criteria

The criteria of Section 5.3.5 of this By-Law (Design Guidelines) shall not be applicable to Electronic Billboards, but the following Design Guidelines shall apply. Electronic Billboards shall only be allowed if the Applicant satisfies the following Electronic Billboards Design Guidelines:

(a) The specific site is an appropriate location for the proposed Electronic Billboard and the design and layout complies with the standards and requirements set forth in this Section 5.7.3.

(b) Adequate and appropriate facilities will be provided for the proper operation of the Electronic Billboard.

(c) The Electronic Billboard shall not create a material visual impact to any residential district in the Town of Needham.

(d) The Electronic Billboard shall be permanently affixed to a main support structure. No portable billboards shall be permitted.

(e) No sexually oriented or sexually provocative advertising or messages shall be permitted.

(f) Exposed back of billboards, poles and other support structures must be painted in a color and finished so as to present an attractive and finished appearance.

5.7.4 Prohibitions

The provisions of Section 5.4 ("Prohibitions") shall not be applicable to Electronic Billboards, but the following prohibitions shall be applicable.

5.7.4.1 Illumination

(a) Electronic Billboards shall use automatic level controls to regulate light levels, and shall comply with the brightness standards set forth in the State Billboard Regulations.

(b) No illumination shall be permitted which casts glare onto any residentially used premises or onto any portion of public way so as to create a traffic hazard.

5.7.4.2 Location

(a) No Electronic Billboard shall be erected at the intersection of any streets or of a street and driveway in such a manner as to obstruct free and clear vision; or at any location where by reason of its position, shape or color, it may interfere with, or .obstruct the view of, or be confused with any authorized traffic sign, signal or device.

5.7.4.3 Type

(a) The following types of billboards are prohibited:

(i) Animated, projected, moving or giving the illusion of movement (including any moving parts), scrolling, flashing, revolving, blinking, and intermittently illuminated signs, beacons (or any light directed at any location other than the sign itself), searchlights, pennants, and inflatable signs, including balloons;

(ii) Billboards with physical movements of any kind;

(iii) Changeable copy or message billboards that change at intervals greater/faster than those set forth in State Billboard Regulations.

(iv) Tri-vision billboards;

(v) Video billboards or billboards that otherwise give the illusion of video or moving images;

(vi) Billboards with sound;

(vii) Billboards with pyrotechnics; and

(viii) Billboards which by reason of position, wording, illustration, size, shape or color obstruct, impair, obscure, interfere with the view of, or may be confused with any traffic control signal or device or which may otherwise obstruct or interfere with traffic.

(b) A v-shaped Electronic Billboard consisting of two single-faced billboards to afford visibility to both north and southbound traffic shall be permitted, provided that only one face shall be visible from each direction of travel.

5.7.5 Number of Billboards on Individual Lot

The approval of an Electronic Billboard as provided in this Section 5.7 shall be in addition to any billboard that would otherwise be permitted pursuant to this By-Law, including but not limited to Section 5.5.

5.7.6 Impact Fee Agreement

The granting of an Electronic Billboard shall be contingent upon the execution of a mutually satisfactory Impact Fee Agreement between the Applicant and the Town of Needham. The impact fee may include monetary compensation, dedicated advertising/public service announcement time for the Town of Needham, or a combination of both."

Or take any other action relative thereto.

Article Information: This article would amend the Town's Sign By-law to allow electronic billboards in certain areas in Needham along Route 128. This article was inserted in the warrant by the Board of Selectmen at the request of private proponents. The article proponents have met with the Design Review Board, the Planning Board, and the Board of Selectmen, who held a public hearing on the matter on March 18th. At the time of the printing of the warrant, it was expected that this article will be withdrawn.

MOVED: That the Town vote to amend the Town's General By-Laws as follows:

1. To amend Section 5.2 of the Sign By-Law ("Definitions") by adding the following at the end of the section:

"Electronic Billboard: A billboard that changes its message or copy at intervals by programmable electronic, digital, or mechanical processes or remote control.

Mass DOT: shall mean the Massachusetts Department of Transportation, a body politic and corporate established pursuant to Massachusetts General Laws Chapter 6C.

State Billboard Regulations: shall mean 700 CMR 3.00: Control and Restrictions of Billboards, Signs and Other Advertising Devices or its successor."

2. To amend Section 5.3 of the Sign By-Law ("Administration") as follows:

(a) By adding to the first sentence of Section 5.3.1 the following: "Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term "Board" shall mean the Board of Selectmen, and not the Design Review Board, the" and deleting the word "The" at the beginning of the first sentence, so that it reads in pertinent part: "Except for Electronic Billboards governed, reviewed and approved by the Board of Selectmen pursuant to Section 5.7, in which case the term "Board" shall mean the Board of Selectmen and not the Design Review Board, the review of all sign permit applications, and requests for special permits shall be performed by the Design Review Board (herein referred to as the "Board"), as further defined in Section 7.7 of the Needham Zoning By-Law."

(b) By deleting the first sentence of Section 5.3.4 in its entirety and replacing it with the following: "If an applicant wishes to obtain a

permit for a sign that does not comply with this article (except for a special permit for an electronic billboard), he shall apply to the Design Review Board for a Special Permit from the requirements of this article in accordance with the procedure established under sub-section 5.3.3 of this article. In the case of a request for a special permit for an Electronic Billboard, he shall apply to the Board of Selectmen for a special permit in accordance with the procedure established under Section 5.3.4 of this article."

(c) By adding to the end of Section 5.3.4 the following: "Simultaneously with the filing for a special permit to the Board of Selectmen for an Electronic Billboard, the applicant shall file five copies of the permit application, including five copies of all application materials, with the Design Review Board. The Design Review Board may review requests for special permits for Electronic Billboards and shall, within fourteen days of the receipt of the application materials, transmit its advisory recommendations regarding the design of the Electronic Billboard to the Board of Selectmen, the Building Inspector and the applicant."

3. To amend the Sign By-Law by adding a new Section 5.7:

"Section 5.7 Electronic Billboard Permits

Section 5.7.1 General Regulations

Electronic Billboard Permits shall be allowed in the Town of Needham only under the following terms and circumstances:

(a) Electronic Billboards may be placed only within areas of Needham that are not Residential Zoning Districts, as set forth in Section 2.1 of the Town of Needham Zoning By-Law.

(b) Electronic Billboard shall be oriented for visibility from Route 128 (I-95).

(c) No Electronic Billboard can be placed within one thousand (1,000) linear feet of an existing Electronic Billboard along the same side of the interstate highway layout.

(d) Electronic Billboards may only be Permanent Freestanding Signs. No portable billboards shall be permitted.

(e) No Electronic Billboard shall extend more than 50 feet above the base of said free-standing sign at ground level. Said 50 feet shall be computed by drawing a horizontal line from the top of the Electronic Billboard to the top of the pole supporting said Electronic Billboard and measuring from that point to the point where the support pole meets the ground. If the support pole is located on a slope, the distance shall be measured from the highest elevation where the support pole meets the ground.

(f) Electronic Billboards may be v-shaped to afford visibility to both the northbound and southbound lanes of Route 128 (I-95).

(g) Electronic Billboards shall not be revolving.

(h) The maximum square footage of the display face of an Electronic Billboard shall be 672 square feet. Frames, aprons, catwalks, safety apparatus and other appurtenances shall be excluded from maximum square footage.

Section 5.7.2 Special Permit

Electronic Billboards shall be governed, reviewed and approved by the Board of Selectmen. Electronic Billboards shall be allowed by special permit, but only if the proposed Electronic Billboard meets all of the Electronic Billboard Design Guidelines set forth herein. The Special Permit finding set forth in Section 5.3.4 of this By-Law that "owing to physical peculiarities of the specific location, literal enforcement of the terms of this article would result in substantial hardship to the applicant, or substantial detriment to the vicinity, and that such a Special Permit will be consistent with the stated objectives of this article" shall not be applicable to Electronic Billboards, but a Special Permit shall be granted only if the Board finds that the Electronic Billboards Design Criteria set forth in Section 5.7.3 are met. Notwithstanding the provisions of Section 5.3.4, Electronic Billboards shall be transferable.

Section 5.7.3 Electronic Billboards Design Criteria

The criteria of Section 5.3.5 of this By-Law (Design Guidelines) shall not be applicable to Electronic Billboards, but the following Design Guidelines shall apply. Electronic Billboards shall only be allowed if the Applicant satisfies the following Electronic Billboards Design Guidelines:

(a) The specific site is an appropriate location for the proposed Electronic Billboard and the design and layout complies with the standards and requirements set forth in this Section 5.7.3.

(b) Adequate and appropriate facilities will be provided for the proper operation of the Electronic Billboard.

(c) The Electronic Billboard shall not create a material visual impact to any residential district in the Town of Needham.

(d) The Electronic Billboard shall be permanently affixed to a main support structure. No portable billboards shall be permitted.

(e) No sexually oriented or sexually provocative advertising or messages shall be permitted.

(f) Exposed back of billboards, poles and other support structures must be painted in a color and finished so as to present an attractive and finished appearance.

5.7.4 Prohibitions

The provisions of Section 5.4 ("Prohibitions") shall not be applicable to Electronic Billboards, but the following prohibitions shall be applicable.

5.7.4.1 Illumination

(a) Electronic Billboards shall use automatic level controls to regulate light levels, and shall comply with the brightness standards set forth in the State Billboard Regulations.

(b) No illumination shall be permitted which casts glare onto any residentially used premises or onto any portion of public way so as to create a traffic hazard.

5.7.4.2 Location

(a) No Electronic Billboard shall be erected at the intersection of any streets or of a street and driveway in such a manner as to obstruct free and clear vision; or at any location where by reason of its position, shape or color, it may interfere with, or obstruct the view of, or be confused with any authorized traffic sign, signal or device.

5.7.4.3 Type

(a) The following types of billboards are prohibited:

(i) Animated, projected, moving or giving the illusion of movement (including any moving parts), scrolling, flashing, revolving, blinking, and intermittently illuminated signs, beacons (or any light directed at any location other than the sign itself), searchlights, pennants, and inflatable signs, including balloons;

(ii) Billboards with physical movements of any kind;

(iii) Changeable copy or message billboards that change at intervals greater faster than those set forth in State Billboard Regulations.

(iv) Tri-vision billboards;

(v) Video billboards or billboards that otherwise give the illusion of video or moving images;

(vi) Billboards with sound;

(vii) Billboards with pyrotechnics; and

(viii) Billboards which by reason of position, wording, illustration, size, shape or color obstruct, impair, obscure, interfere with the view of, or may be confused with any traffic control signal or device or which may otherwise obstruct or interfere with traffic.

(b) A v-shaped Electronic Billboard consisting of two single-faced billboards to afford visibility to both north and southbound traffic shall be permitted, provided that only one face shall be visible from each direction of travel.

5.7.5 Number of Billboards on Individual Lot

The approval of an Electronic Billboard as provided in this Section 5.7 shall be in addition to any billboard that would otherwise be permitted pursuant to this By-Law, including but not limited to Section 5.5.

5.7.6 Impact Fee Agreement

The granting of an Electronic Billboard shall be contingent upon the execution of a mutually satisfactory Impact Fee Agreement between the Applicant and the Town of Needham. The impact fee may include monetary compensation, dedicated advertising/public service announcement time for the Town of Needham, or a combination of both."

Article 28 was previously withdrawn on Monday, May 5, 2014.

Article 29 was voted by unanimous consent on Monday, May 5, 2014.

ARTICLE 30: AMEND DISTRICT AGREEMENT – MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

To see if the Town will vote, consistent with Section VII of the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated "Regional Agreement" bearing the date of March 11, 2014 to the Board of Selectmen of each member town; or take any other action relative thereto.

Article Information: This article would approve revision of the Minuteman Regional Vocational School District Agreement. The proposed amendments would implement a number of changes intended to help the agreement work better for the district and its member communities.

Revision of the agreement is one element of an effort to encourage support for a major renovation or replacement project for the school. The current facility, built in the early 1970's, is structurally sound, but has serious building systems and capital maintenance issues, does not meet current code and architectural standards, and cannot optimally support Minuteman's vocational education program. Feasibility studies for the capital project are now in progress in coordination with the Massachusetts School Building Authority (MSBA).

Ratification of the revised Agreement requires Town Meeting approval in all sixteen member communities.

The recommended changes to the District Agreement have been requested by the Minuteman School Committee based on the work of a study committee with representation from district towns. Principal features include:

1. *A revised formula for sharing capital costs among member communities. The new formula includes factors for each community's enrollment at Minuteman, relative community ability to pay, and a minimum share for each community. The current formula is entirely based on enrollment.*
2. *Reducing volatility in assessments by using a four year rolling average for enrollment-based charges, which are currently based on the most recent year only.*
3. *Partially weighted voting on the Minuteman School Committee based on each community's enrollment at Minuteman. The present agreement provides for one vote per town, even though some towns have much larger numbers of students at Minuteman and, even under the new agreement, will continue to carry a much higher percentage of the costs.*
4. *Appointment of Minuteman School Committee members by the boards of selectmen of the sending communities (or the mayor, in the case of a city), unless the town provides otherwise by bylaw or charter. It is hoped that moving to executive branch appointments, instead of moderators' appointments, will improve accountability of the District to the member communities.*
5. *A more workable process for dissenting communities to withdraw from the district. The revised agreement would allow a town to withdraw from the District by town meeting vote on reasonable notice, subject to an obligation to pay its share of outstanding capital, and with approval from the State Education Commissioner, unless at least half of the other members' legislative bodies vote to disapprove. The current agreement requires an affirmative vote by every member town to allow a community to withdraw.*

These changes are intended to improve governance and cost sharing and facilitate realignment of the district before a decision has to be made on bonding the capital project, which will require approval of all member town meetings or a district-wide referendum.

Needham's number of students at Minuteman is in the median range among member communities. The new agreement will have relatively minimal near term impact for Needham in terms of operating assessments or district participation. But going forward, revision to the Regional Agreement is seen as critical to the capital project effort.

If the capital project is not approved, the District will face difficult challenges operating and maintaining its existing facility at a higher cost and without MSBA assistance. All district communities will share those costs.

Additional information, including copies of the current agreement, proposed agreement, and text and summaries of the changes, are posted with the article information on the town website, www.needhamma.gov.

MOVED: That the Town vote, consistent with Section VII of the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated "Regional Agreement" bearing the date of March 11, 2014 to the Board of Selectmen of each member town.

Mr. Daniel P. Matthews, Selectman, addressed this proposal on behalf of the Board of Selectmen. He explained that Minuteman School is in need of major renovations and this proposal must be approved by all district members. The key is to reach agreement between the sixteen towns. Several of these towns have already ratified the agreement; two towns are on hold; and one town voted against the proposal. There is much work to be done, but it makes sense to go forward. The Board of Selectmen unanimously recommends approval of this article.

Mr. John P. Connelly, member, advised that the Finance Committee has been following this proposal. There are currently 35 students from Needham attending Minuteman Regional High School this year, 27 students last year, and 34 students the year before. The Minuteman program provides opportunities for students that Needham High School does not provide. The building needs modernization. The Finance Committee voted to approve and recommend this article.

Mr. David J. Ecsedy expressed concern that a recent article by the Sudbury Representative says the Minuteman towns bear too much of the cost.

Mr. Jeffrey Stulin, Needham Representative to Minuteman School, advised that the Moderator asked him to serve on this committee fourteen years ago. He indicated that the school needs modernization and to be put on a strong financial standard. He explained that the news article in the Needham Times indicated that out-of-district students pay less. He urged support of this article.

Mrs. Lois Sockol rose in support of this article. She indicated that this is a win/win situation. She also noted that there is a need for state financing.

Mr. Todd L. Glaskin advised that he does support the need to take advantage of state funding. He also suggested that there is a concern if some of the sixteen towns leave. Mr. Matthews noted that there are some small towns who are thinking of leaving because they have a smaller number of kids attending. However, the State may allow the school to charge tuition.

A motion to lay on the table was offered by Mr. David L. Escalante. The motion to lay on the table was presented, but it failed to pass by voice vote.

At 11:15 Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Monday, May 12, 2014 at the James Hugh Powers Hall, Town Hall, after completion of the Special Town Meeting called for 7:30 P.M.

Mr. Daniel P. Matthews, Selectman, requested on behalf of the Board of Selectmen that town Meeting continue this article tonight. The costs will come before us in two years. He asked for approval of Article 30.

Mr. Gerald A. Rovner suggested that five days won't make a difference and it would give Town Meeting time to look at the documents.

Mrs. Lois Sockol spoke against adjourning until completion of this article.

After a brief discussion on the motion to adjourn, a motion to move the previous question was offered by Mr. Robert T. Smart, Jr. The motion was presented and carried by two-thirds vote declared by the Moderator on a voice vote.

The motion to adjourn was presented, but it failed to pass on a voice vote.

Mr. Artie R. Crocker spoke in favor of this article.

After a brief discussion, a motion to move the previous question on the main motion was offered by Mrs. Karen N. Price. The motion was presented and passed by two-thirds vote declared on a voice vote.

ACTION: The main motion was presented and carried by majority vote declared on a voice vote.

At 11:22 P.M. Mr. Gilbert W. Cox, Jr. moved that the Annual Town Meeting stand adjourned to Monday, May 12, 2014 at the James Hugh Powers Hall, Town Hall, after completion of the Special Town Meeting called for 7:30 P.M. and it was so voted unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
Attest:

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ADJOURNED ANNUAL TOWN MEETING
Monday May 12, 2014

Pursuant to adjournment of the Annual Town Meeting held May 7, 2014, the Inhabitants of the Town of Needham qualified to vote in Town Affairs met in the James Hugh Powers Hall, Town Hall on Monday, May 12, 2014, at 7:30 P.M.

Check lists were used and 203 voters were checked on the list as being present, including 201 Town Meeting Members. 50 Town Meeting Members were absent.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

At the designation of Heike Werder, Associate Minister, Congregational Church of Needham and President of the Needham Clergy Association, Rabbi Carl M. Perkins, Temple Aliyah of Needham, gave the invocation.

The Moderator made the following announcements:

Unanimous consent was given to suspend the proceedings for the sixteenth Annual Richard Patton Melick Foundation awards. James G. Healy, President of the Richard Patton Melick Foundation, Inc., explained that Richard P. Melick was the former Moderator in the Town of Needham for 35 years and this foundation was established in 1997 to recognize extraordinary leaders in the Town of Needham. Mr. Healy In noted that in addition to tonight's awards, the Foundation also awards a $2500 scholarship to graduating Needham High School Seniors. Mr. Healy then presented Town Meeting Members John P. Connelly (25 Years), Cynthia L. Conturie (25 Years), Richard D. DeMais (27 years), Robert T. Smart, Jr. (27 years), and Sally Toran (34 years) with certificates of appreciation for twenty-five or more years of service to the community. In addition Mr. Healy welcomed back and recognized former Finance Committee member and 47 year Town Meeting Member John F. Milligan who received a standing ovation! Mr. Healy then introduced incoming President of the Richard Patton Melick Foundation, Paula R. Callanan, who presented the first of this year's award to Carol Hasenfus Stento – a lifelong Needham resident who is a dedicated community volunteer. Her can-do attitude, enthusiasm, and drive have made her a sought after volunteer for many organizations. Carol has volunteered for Own Your Peace, Needham 300 and Needham Women's Club, where she is a board member for all three organizations. Carol ran Dancing with the Needham Stars and Needham Laughs Comedy Night as well as volunteering for over two years for the Needham 300th birthday. Mr. Healy presented the second award to Robert Y. Larsen. After attending Yale University School of Fine Arts and Rhode Island School of Design, Bob settled in Needham in 1954. Lieutenant Larsen bravely served America throughout the Korean War in the Army Infantry. Bob's community volunteerism is lengthy – highlights include service on Needham's first Sign By-Law Committee and the Cultural Council. He assisted at the Needham High School all-night party drawing portraits of graduating seniors – an activity he still recalls as one of his favorites. He served on the Memorial Park Gazebo Committee, for which he created a lithograph to assist fundraising. He still introduces our elementary school children to the wonder and beauty of drawing, and even today, as a vital member of the War Memorial Committee, he designed our "Fallen Brave" insignia. For the past 35 years, he has designed the cover of the Exchange Club's Needham Phone Book. He is in his 45th years of service as a Town Meeting Member.

At this time the Moderator announced that Needham's State Representative, Denise C. Garlick, is in attendance again this evening.

At 7:47 P.M. Mr. John A. Bulian moved that the Annual Town Meeting stand adjourned until such time as the Special Town Meeting called for this evening at 7:30 P.M. is either adjourned or dissolved. It was so voted unanimously.

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RECORD OF SPECIAL TOWN MEETING
Monday, May 12, 2014

Pursuant to a Warrant issued by the Selectmen April 9 2014 the Inhabitants of the Town of Needham qualified to vote in

Town Affairs met in the James Hugh Powers Hall, Town Hall, on Monday, May 12, 2014, at 7:30 o'clock in the afternoon.

Check lists were used and 203 voters, including 201 Town Meeting Members, were checked on the list as being present. 50 Town Meeting Members were absent.

The Moderator declared a quorum to be present and requested the Town Clerk to so record.

The Call to the Meeting and Officers Return were read by the Town Clerk, the reading of the articles in the Warrant being waived upon motion.

The Moderator requested and received unanimous consent to apply the same rules enacted for the Annual Town Meeting for the Special Town Meeting.

The Moderator announced that the proponents no longer have an interest in Article 2 and requested unanimous consent to withdraw this article. Town Meeting indicated that there were no objections to the withdrawal of Article 2 and it was voted unanimously to withdraw Article 2.

The Moderator announced that Article 1 is subject to a motion to amend or other motions from their proponents or for other reasons cannot be passed by unanimous consent.

As in the tradition of the Annual Town Meeting, the Moderator asked unanimous consent to omit the reading of the articles and to refer to them by number only. Any Town Meeting Member who wished to "question" or "debate" should so indicate when the number was called and those articles not so indicated would be adopted by unanimous consent. There was no objection and the Moderator declared this method to be adopted unanimously.

The Moderator then proceeded to call each article in the Warrant by number commencing with Article No. 2. No Town Meeting Members responded with "question" or "debate" to Article 3. The Moderator then called each of the above-mentioned articles by number and no objection was heard to adoption by unanimous consent. It was so unanimously voted and the Town Clerk was requested to so record. As a result thereof, said article and the votes thereunder are as follows:

ARTICLE 3: AMEND COMMUNITY PRESERVATION FUND RESERVES

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Community Preservation Fund Reserve appropriations adopted under Article 37 of the May 2013 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
B	Community Preservation Fund Annual Reserve	$915,200	$857,000
C	Community Housing Reserve	$240,900	$270,000
E	Open Space Reserve	$240,900	$270,000

Or take any other action relative thereto.

Article Information: The Town received a larger than projected 2014 Community Preservation Fund match from the Commonwealth in the amount of $886,498 for FY2014. This request is to transfer funds from the Community Preservation Fund Annual Reserve to the Community Housing Reserve and Open Space Reserve to ensure that the Town has met its statutorily required allocations to reserves. The annual CPA debt service for the Town Hall is more than the ten percent minimum allocation for Historic Resources, so no funds need to be transferred to that reserve.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2014 Community Preservation Fund Reserve appropriations adopted under Article 37 of the May 2013 Annual Town Meeting by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
B	Community Preservation Fund Annual Reserve	$915,200	$857,000
C	Community Housing Reserve	$240,900	$270,000
E	Open Space Reserve	$240,900	$270,000.

ACTION: So voted by unanimous consent.

The Moderator then proceeded with the remaining articles in the warrant:

ARTICLE 1: AMEND THE FY2014 OPERATING BUDGET

To see if the Town will vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting and amended under Article 3 of the November 4, 2013 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$10,091,409	To be determined
4	Retiree Insurance & Liability Fund	$5,035,139	To be determined

Or take any other action relative thereto.

Article Information: This article is to amend the Town's operating budget for FY2014. Most often such amendments involve moving funds from one or more appropriation lines to other appropriation lines. In other cases, additional funds become available to address specific budget circumstances that require a Town Meeting appropriation. This article would transfer funds from the Group Health Insurance & Benefits line to the Retiree Insurance & Liability Fund, also known as OPEB. At the time of the printing of the Warrant, the specific amount proposed for transfer was not known. The amount and recommendation will be presented at Town Meeting.

MOVED: That the Town vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting and amended under Article 3 of the November 4, 2013 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$10,091,409	To be determined
4	Retiree Insurance & Liability Fund	$5,035,139	To be determined

The following motion to amend was offered by Mr. Richard M. Reilly: that the main motion under Article 1 be amended by deleting the following amounts and inserting in place thereof the following:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$10,091,409	$9,591,409
4	Retiree Insurance & Liability Fund	$5,035,139	$5,535,139.

Mr. Richard M. Reilly, member, addressed this proposal on behalf of the Finance Committee.

Mr. John A. Bulian, Chairman, stated that the Board of Selectmen unanimously recommends this article and the motion to amend.

The motion to amend was presented and carried unanimously by voice vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to amend and supersede certain parts of the fiscal year 2014 Operating Budget adopted under Article 9 of the May 2013 Annual Town Meeting and amended under Article 3 of the November 4, 2013 Special Town Meeting, by deleting the amounts of money appropriated under some of the line items and appropriating new amounts as follows:

Line Item	Appropriation	Changing From:	Changing To:
3	Group Health Insurance & Benefits	$10,091,409	$9,591,409
4	Retiree Insurance & Liability Fund	$5,035,139	$5,535,139.

ARTICLE 2: AMEND ZONING BY-LAW: PHOTVOLTAIC INSTALLATION OVERLAY DISTRICT

To see if the Town will vote to amend the Needham Zoning By-Law as follows:

(a) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.3, Site Plan Review, paragraph (b)1)V, by adding the words " if applicable," in the second sentence between the words "line," and "power" so that the sentence now reads as follows: (new language underlined):
"The site plan shall include containment fencing line, if applicable, power lines and poles, and site access routes."

(b) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.8, Design Standards, paragraph (e) Fencing, by deleting the sentence and replacing it with the following sentence:
"In the discretion of the Planning Board, a security fence may be installed along or proximate to the perimeter of the system and any such fencing installed shall be maintained for the lifetime of the system."

Or take any other action relative thereto.

Article Explanation: Currently the Zoning By-Law requires perimeter fencing around large scale ground-mounted solar photovoltaic installations. Because the location of such installations may vary and because an issue has arisen about the advisability of such fencing at the Transfer Station, the proposed amendment allows the Planning Board discretion in requiring such fencing or not.

MOVED: That the Town vote to amend the Needham Zoning By-Law as follows:

(a) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.3, Site Plan Review, paragraph (b)1)V, by adding the words " if applicable," in the second sentence between the words "line," and "power" so that the sentence now reads as follows: (new language underlined):
"The site plan shall include containment fencing line, if applicable, power lines and poles, and site access routes."

(b) In Section 3.13 Large-Scale Ground-Mounted Solar Photovoltaic Installation Overlay District, Subsection 3.13.6.8, Design Standards, paragraph (e) Fencing, by deleting the sentence and replacing it with the following sentence:
"In the discretion of the Planning Board, a security fence may be installed along or proximate to the perimeter of the system and any such fencing installed shall be maintained for the lifetime of the system."

ARTICLE 2 was withdrawn earlier this evening.

ARTICLE 3 was adopted by unanimous consent earlier this evening.

At 8:00 P.M. Mr. John A. Bulian, on behalf of the Board of Selectmen, moved to dissolve the Special Town Meeting with the following Resolution:

THE FOLLOWING RESOLUTION

Was offered

In Memory of Glenn T. Orenstein

WHEREAS: Glenn Orenstein was born and raised in New York City. He received his Bachelor's of Science in Civil Engineering from the Massachusetts Institute of Technology, and earned a Master's Degree and PhD in civil engineering at Rutgers University. Glenn served in the Army Corps of Engineers and was stationed in Vicksburg, Mississippi; and

WHEREAS: Glenn married his high school sweetheart, Ruth. They settled in Needham 40 years ago, where they raised their children Aaron and Susan; and

WHEREAS: A registered professional engineer, Glenn worked for many years at Stone & Webster Engineering, gravitating to the information technology side of the structural engineering field, eventually managing the Company's Information Technology Department. In 2000, Glen founded his own computer consulting business, specializing in bridging clients' technical and administrative needs; and

WHEREAS: Glenn's greatest joy was his family, including his three grandchildren, and playing percussion in the Klezmer band "Shir Madness." Glenn attended both KlezKamp in the Catskills and Klez Canada north of Montreal to learn the nuances that make a great Klezmer drummer. He served the group by making arrangements, creating and managing the band's website, serving as treasurer, and hosting rehearsals; and

WHEREAS: Glenn was first elected to Town Meeting as part of a write-in campaign, and once he started attending Town Meeting, he stayed. He served as Town Meeting Member from Precinct B from 2003 to 2013;

NOW THEREFORE, be it resolved by this body that the May 12, 2014 Special Town Meeting be dissolved in honor of the civic and community contributions of Glenn Orenstein to the Town of Needham.

ACTION: at 8:00 PM the Resolution was presented and carried unanimously by voice vote.

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Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

The Moderator called the Annual Town Meeting back into session at 8:00 P.M., declared a quorum to be present, and requested the Town Clerk to so record. Discussion commenced under Article 33 upon the dissolution of the Special Town Meeting called for Monday, May 12, 2014 at 7:30 P,.M..

ARTICLE 31: APPROPRIATE FOR RIDGE HILL BOARDWALK AND BRIDGE REPLACEMENT

To see if the Town will vote to raise and/or transfer and appropriate the sum of $213,219 for the replacement of the Swamp Trail Boardwalk and Charles River Trail Bridge, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

Article Information: The Conservation Commission is requesting funding to construct a boardwalk and a bridge on two trails at Ridge Hill Reservation. This is a project that has been under review for several years, and received design funds from the CPC. The Fuller Trail, formerly known as the Swamp Trail, had a boardwalk constructed in the 1970's which deteriorated and needed to be removed. The Fuller Trail connects the two major trail systems at Ridge Hill – the eastern trail system known as the Esker Trail and the western trail system known as the Chestnut Trail. The Fuller Trail is approximately 1,000 feet, all within wetlands and swamps. The low level boardwalk would re-create the trail system. Across Charles River Street is the Charles River Trail that brings visitors to the river. A small bridge needs to be replaced on this trail. The Conservation Fund will contribute $100,000 to the full cost of the project with CPA funding bearing approximately 2/3rds of the cost. The project is ready for construction, with all design and permits completed.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $213,219 for the replacement of the Swamp Trail Boardwalk and Charles River Trail Bridge, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve.

Mr. Mark J. Gluesing, member, addressed this article on behalf of the Community Preservation Committee and the Conservation Commission. He explained that this proposal is for the replacement of the Swamp Trail Boardwalk and Charles River Trail Bridge. The Community Preservation Committee recommends adoption of this article.

Ms. Marianne B. Cooley, Selectman, recommended adoption on behalf of the Board of Selectmen.

Ms. Lisa W. Zappala, member, addressed this proposal on behalf of the Finance Committee. She noted that the Finance Committee voted 4 – 2 to recommend adoption of this proposal.

In response to an inquiry from Mrs. Carol I. Urwitz, Mr. Gluesing stated that this replacement should last twenty years and maintenance will be conducted by the Town.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator on a voice vote.

ARTICLE 32: APPROPRIATE FOR TOWN COMMON HISTORIC REDESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $20,000 for historic redesign of the Town Common, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve; or take any other action relative thereto.

Article Information: This article will allow the Town to hire a landscape architect to review the current conditions of trees, hardscape and landscape. The designer will work with Town officials to re-design the Town Common to reflect its historic nature, provide opportunities for community gatherings, and provide a landscape that enhances its uses as well as protects its historic character. This project will be coordinated with the Downtown Streetscape Project.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $20,000 for historic redesign of the Town Common, to be spent under the direction of the Town Manager, said sum to be transferred from the Open Space Reserve.

Mrs. Adelaide "Lita" C. Young addressed this proposal and recommended adoption on behalf of the Community Preservation.

Mr. Maurice P. Handel, Selectman, urged support of this article on behalf of the Board of Selectmen. He noted that this is the first step in bringing the Common back to life.

Mrs. Lisa W. Zappala, member, stated that the Finance Committee reviewed this proposal with the Community Preservation Committee and the Board of Selectmen. There are adequate funds to pay for this project and the Finance Committee recommends adoption.

ACTION: The main motion was presented and carried by majority vote on a voice vote.

Article 33 was previously adopted by unanimous consent on Monday, May 5, 2014.

Article 34 was previously adopted by unanimous consent ion Monday, May 5, 2014.

Article 35 was previously adopted by unanimous consent on Monday, May 5, 2013.

Article 36 was previously adopted by unanimous consent on Monday, May 5, 2014.

ARTICLE 37: APPROPRIATE FOR GENERAL FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate $2,467,260 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto:

General Fund	Description	Recommended	Amendment
Finance	Network Hardware, Servers & Switches	$ 30,000	
Finance	Technology Systems & Upgrades	$ 100,000	
Finance	Public Safety Dispatch System	$ 244,615	
Public Safety	Wireless Radio Master Fire Box System	$ 164,000	
Public Safety	Fire Alarm Cables	$ 60,000	
Public Schools	School Copier Replacement	$ 30,320	
Public Schools	Furniture, Instruments & Eequipment	$ 81,680	
Public Schools	School Technology	$ 679,325	
Public Works	Large Format Scanner	$ 33,000	
Public Works	Small Speciality Equipment - Mowers	$ 29,797	
Public Works	Drain System Improvements	$ 80,000	
Public Works	Drain System Repairs	$ 76,000	
Public Facilities	Maintenance Program	$ 482,000	
Fleet/Building	Core Fleet	$ 61,660	
Fleet/DPW	Core Fleet	$ 100,910	
Fleet/ DPW	Snow & Ice Equipment	$ -	
Fleet/DPW	Specialized Equipment	$ -	
Fleet/Fire	Specialized Equipment/Ambulance	$ 186,607	
Fleet/Public Facilities	Core Fleet	$ 27,346	
	Total Appropriation	$ 2,467,260	

Article Information:

NETWORK HARDWARE SERVERS AND SWITCHES *The request is to replace older servers, both application and data, with newer, faster, and more energy efficient models including hardware to install virtualization software. Funding will also support the replacement of the spam filter, virus firewall, and internet filtering, and of older network switches to connect buildings, departments, and workstations throughout the Town. Newer models of both servers and switches are better able to take advantage of the Town's fiber and increase the speed of data within the Town's fiber network. Not replacing or updating this equipment may have a negative effect on email, financial applications, internet access, data accessibility, and backups between the Town's datacenters.*

TECHNOLOGY SYSTEMS AND APPLICATIONS UPGRADE *This funding will support an update for the Town's Geographic Information System (GIS) including planimetric data and imagery. A Geographic Information System (GIS) is a system of hardware and software used for storage, retrieval, mapping, and analysis of geographic data. The GIS update will add changes and updates that have taken place throughout Needham and adjacent communities within 1000' feet of the Town's boundary between the spring 2009 flight and a proposed 2015 flight. The flight will also improve imagery to help in analysis of land use and development throughout Needham The project will include updating infrastructure data (water, sewer, drain) as well as changes to the parcel data. The current data from the spring 2009 and any subsequent updates will be incorporated into the Town's public web GIS site. Because many departments, such as Engineering, Water & Sewer, Planning, Conservation and other Town and School Departments use the GIS data on a regular basis, it is important to have up to date data so these departments can plan, analyze, and display an accurate representation of the land base and infrastructure.*

PUBLIC SAFETY COMPUTER-AIDED DISPATCH SYSTEM *This request is to replace the current Computer Aided Dispatch (CAD) application with an application that is designed to be run on an Intel style server. The current CAD application has been used by the Needham Police and Fire Departments since 1994 - initially installed on an IBM A/S 400 and currently operating on an IBM iSeries Blade Server that is nearing its end of life. The operating system is increasingly difficult to maintain in-house, and the style and interface of the current application - commonly known as "green screen" - makes it difficult for users to transition from standard windows based interfaces. It will be helpful for the Needham Police and Fire Departments to have an application that is widely used by other Public Safety agencies throughout the Commonwealth, to leverage local knowledge to help them use the application more effectively.*

WIRELESS MUNICIPAL RADIO MASTER FIRE BOX SYSTEM *The long-term plan is to eliminate the older style fire alarm master boxes and install wireless radio master box systems where needed. All pole mounted fire alarm boxes (222) would be permanently removed. Building master boxes (129) would be replaced with radio box transmitters. The 129 master boxes are privately owned, and property owners pay the Town an annual monitoring fee of $480. Privately owned buildings would not be required to change over to the new municipal system if they chose to use their own private alarm company. The aspects of the project include acquisition of the head-end equipment to be located within the fire dispatch center, and purchase and installation of radio boxes for 28 Town buildings. With this new system, the fire dispatch center will be capable of monitoring alarms, troubles, security/intrusion, and any other alarm or status that uses a contact closure. Once the wireless system is complete, the Fire Department will evaluate the continued need for staffing and equipment in the Fire Alarm Division.*

FIRE ALARM CABLE REPLACEMENT *This project is a companion to the wireless municipal radio master fire box system project. This request is to fund the replacement of all municipal fire alarm cables which cross Route 128 (I-95) during the construction of the "Add-A-Lane" project as it progresses through Needham. While the project will be conducted through Town appropriation, the costs may be reimbursed by the Commonwealth of Massachusetts. The cables being replaced are part of the municipal fire alarm system which provides service to all of the neighborhoods (both residential and commercial), and many of the buildings on the east side of Route 128. All of the cables that need to be replaced are either on the Kendrick Street Bridge or the Highland Avenue Bridge. If the wireless municipal radio master fire box system is installed prior to the construction phase of the Add-a-Lane project in these two areas, replacement of the cables will not be necessary and the funds will be available for repurposing.*

SCHOOL COPIER REPLACEMENT *Photocopiers are located in all of the schools and the administration building, and are used both by administrative and teaching staff. Teachers use the machines to reproduce classroom materials, including homework sheets, exams, teaching packets, etc. Currently, the School Department owns 48 copiers. Copier replacement is planned on a lifecycle analysis, which projects when a copier should be replaced based on actual usage and the manufacturer's total estimated capacity. Copiers that are heavily used are replaced more frequently than copiers that are lightly used. A seven-year maximum duty life is assumed for most machines, even if they have not yet reached maximum copy allowances, given the additional operating expense associated with servicing and maintaining older equipment, as well as the difficulty in obtaining replacement parts. This analysis assumes that copiers are re-deployed around the District, as needed, to match copier use with equipment capacity. The requested funding will support the replacement of five (5) copy machines.*

SCHOOL FURNITURE, MUSICAL INSTRUMENTS, & FITNESS, PRODUCTION & GRAPHIC ARTS EQUIPMENT

Musical Equipment – In FY2005, Town Meeting allocated funds to begin a ten-year replacement cycle for old and heavily used school musical instruments, including band and orchestra instruments, as well as pianos. The plan, which ended in FY2014, has significantly improved the quality of musical instruments used by students. Beginning with FY2015, the focus of this request is shifted from inventory replacement to inventory expansion, particularly at the middle and high schools, where enrollment is growing and students need the larger-sized instruments in the brass and string families. The need for additional instruments to meet enrollment growth is compounded by several other factors. Since students are prohibited from transporting large instruments on school buses, there is a need to provide additional instruments for classroom use, particularly cellos, basses, and large wind and percussion instruments. Additionally, there is a need to provide upright acoustic pianos in all music rooms, practice rooms and performance facilities, to enable choral groups to have proper accompaniments and to allow small student ensembles. Unless circumstances dictate otherwise, fiscal year 2015 funding will support the acquisition of additional upright pianos for High School practice rooms, and expand the inventory of bass violins/cellos and low brass at the Pollard School, High Rock School and Needham High School.

School Furniture - This purpose of this program is to continue the replacement cycle for school furniture in poor and fair condition at Hillside, Mitchell, Newman and Pollard. In these schools, furniture is 10-20+ years old and in a state of disrepair after decades of heavy use. By FY2015, all furniture in poor condition will have been replaced at these schools.

Fitness Equipment - The Needham High School renovation project budget included a large amount of fitness equipment for student use, which will need to be replaced as the components age and the equipment reaches the end of its useful life. In addition, the Pollard Middle School owned a number of strength circuit machines, which will need to be replaced on a regular basis going forward. The manufacturer's estimated life cycle is five (5) years for treadmills, six (6) years for cross trainers, eight (8) years for recumbent and upright bicycles, 23 years for rowing machines, and 25 years for circuit training equipment. The Department's request is based on a longer replacement cycle of: five to seven (5 –

7) for treadmills, nine (9) years for cross trainers, eight (8) years for recumbent bikes, 12 years for upright bikes, 19-20 years for rowing machines and 11-16 years for circuit training equipment. Unless circumstances dictate otherwise, the FY2015 funding is planned for three spinning bikes and one treadmill.

Production Center - This request is to purchase a replacement mail meter and folder/stuffer/inserter machine for the Needham Public Schools Production Office. The existing folder/stuffer/inserter machine was purchased in 2004 and is nearing the end of its useful life, after a decade of heavy use.

High School Graphics Production Room - This program continues the equipment replacement cycle for equipment used in the Graphics Production Center at Needham High School. This program provides convenient and cost effective service, and also provides hands-on educational training in the field of professional graphics and printing production for students. Unless circumstances dictate otherwise, the FY2015 funding is intended for purchase of a high capacity large print photo printer and a binder/spireler.

INTERACTIVE WHITEBOARD TECHNOLOGY, 1:1 INITATIVE, TECHNOLOGY INOVATION, AND TECHNOLOGY REPLACEMENT

Interactive Whiteboard Technology - This program funds the purchase and installation of whiteboard technology in the Needham schools.

School Department NPS 1:1 Initiative - This project continues the initiative begun in FY2013 to introduce tablet technology on a 1:1 basis at Pollard, High Rock and Needham High Schools. A portion of this funding will support the purchase of devices for Pollard students who are unable to provide their own devices. Funding also includes devices for secondary level teachers, the purchase of AppleCare+, and completes the preparation of the High Rock infrastructure to support 1:1.

Technology Innovation - The requested funding will support structured technology experimentation to help the Schools better identify and prepare for use and deployment of technology.

Technology Replacement – This request is for funding to continue the School Department's regular replacement cycle for technology devices, including computers, printers, and servers. The FY2015 request includes the replacement of 300 teacher, administrator, student, lab and laptop computers, which have reached or are functioning beyond the end of their seven-year lifecycle. A total of 39 of these computers are for teachers and administrators throughout the District. Another 261 are lab and classroom computers at Hillside, Mitchell, Newman, Pollard and the High School. The majority of the computers being purchased will be deployed at the High School. FY2015 represents the third year of the anticipated five-year timeframe to replace the High School computers. FY2015 costs also include additional hardware infrastructure to expand Internet Bandwidth, additional network infrastructure and servers at the Emery Grover School Administration Building, and replacement of failing SMART Boards and LCD projectors at District schools.

LARGE FORMAT SCANNER *This submission is for the purchase of a large format multi-purpose color scanner/printer/copier that will allow the Engineering Division to replace and upgrade the existing large format monochrome scanner/printer/copier. The existing large format Monochrome scanner/copier/printer was purchased in FY2008 and has been used extensively by the Department of Public Works, Department of Public Facilities, Planning Department, Department of Public Health, and other departments as needed to reproduce and to electronically store large format plans and posters. The amount of use of the existing monochrome scanner/copier/printer has increased over the last several years. Parts have become worn down requiring more frequent replacement and services to keep the equipment operational; this machine has been down between 8 and 12 days over the last 2- years, impacting the Department's ability to serve the public. This request is also for a color machine, because there have been increasing requests for the Engineering Division to produce full size color plans. The new large format multi-purpose color scanner/printer/copier will serve as a backup plotter for the Engineering Division in case the Plotter purchased in 2005 requires work, and will be capable of making multiple color copies/scanned images for all departments that the Engineering Division supports.*

GENERAL FUND SMALL SPECIALTY EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Hours	Cost
340	Parks & Forestry	2008	Mower	Same	580	$8,114
352	Parks & Forestry	2008	Mower	Same	533	$21,683

DRAIN SYSTEM IMPROVEMENTS – WATER QUALITY *In 2003, the Environmental Protection Agency (EPA) issued a National Pollutant Discharge Elimination System (NPDES) Permit to the Town to upgrade the quality of the water discharged to the Charles River. A renewal permit is overdue and is expected in the current fiscal year. In compliance with the permit, the Town has completed a number of projects to improve stormwater discharge with a variety of methods at the Public Library, High School, Chestnut Street, High Rock School, and Lake Drive. This project will fund a watershed management plan. The Town is divided into four distinct watersheds. The goal of the plan is for the identification of sub-watersheds so that the Town can target different water quality treatment strategies depending on the conditions of each sub-region. The development of the plan will also identify the Town's storm drain capacity. Recent severe weather events, such as the Labor Day, 2013 storm, have highlighted the need for investment in a variety of strategies to reduce the incidence of flooding that creates both inconvenience and property damage for property owners and the Town.*

DRAIN SYSTEM REPAIRS *This request is to fund design, engineering and wetlands consulting to replace ten feet of pipe underneath a culvert on Edgewater Drive. This pipe is particularly problematic - it is over 100 years of age, and is plugged-up and degraded beyond remediation. This pipe is presently supporting two sewage pipes, one that is in service, and one that was abandoned in place. The drainage*

pipe and one of the active sewage pipes are all uncovered due to erosion and the drainage pipe is providing the structural foundation for the sewage pipes. Should the drainage pipe be compromised, it will subject the sewage pipes it supports to failure. This replacement includes extensive wetland consulting and permitting which is a major factor in the cost of this project. Additionally, this drainage pipe needs to be constructed under the existing sewage pipes adding to the difficulty of this replacement. This repair will resolve drainage issues in the area that have resulted in flooding of the abutters of the brook, and will ensure the structural stability of the adjacent sewage pipes. It is expected that the cost of construction will be in the range of $90,000.

PUBLIC FACILITIES MAINTENANCE PROGRAM *This project supports the annual maintenance of public buildings throughout the Town including but not limited to: asbestos abatement, small equipment replacement, duct cleaning, painting, and other repairs and necessary upgrades. Unless circumstances dictate otherwise, fiscal year 2015 funding is proposed for duct cleaning at the High Rock School, Mitchell School, and Public Services Administration Building, asbestos abatement at the Pollard School, flooring replacement at the Eliot School, xeriscaping at Needham High School, and wood floor refinishing in various school buildings. Minor adjustments to the site configuration at the Pollard School are also planned.*

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
453	Building	2005	Ford Taurus	Ford Fusion	58,943	$30,830
455	Building	2006	Ford Taurus	Ford Fusion	55,684	$30,830

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
41	Parks & Forestry	2009	Ford F-350	Same	39,876	$50,723
50	Parks & Forestry	2008	Ford F-150	Ford F-350	30,066	$50,187

FLEET REPLACEMENT - SPECIALIZED EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Miles/Hours	Cost
R2	Fire	2005	Ford/Osage Ambulance	Same	51,400/8,050	$186,607

CORE FLEET REPLACEMENT

Unit	Division	Year	Existing Description	Request Description	Miles	Cost
704	Public Facilities	2005	Ford E250 Cargo Van	Same	69,677	$27,346

MOVED: That the Town will vote to raise and/or transfer and appropriate $2,467,260 for General Fund Cash Capital, to be spent under the direction of the Town Manager, and to meet this appropriation that said sum be transferred from Free Cash; or take any other action relative thereto:

General Fund	Description	Recommended	Amendment
Finance	Network Hardware, Servers & Switches	$ 30,000	
Finance	Technology Systems & Upgrades	$ 100,000	
Finance	Public Safety Dispatch System	$ 244,615	
Public Safety	Wireless Radio Master Fire Box System	$ 164,000	
Public Safety	Fire Alarm Cables	$ 60,000	
Public Schools	School Copier Replacement	$ 30,320	
Public Schools	Furniture, Instruments & Eequipment	$ 81,680	
Public Schools	School Technology	$ 679,325	
Public Works	Large Format Scanner	$ 33,000	
Public Works	Small Speciality Equipment - Mowers	$ 29,797	
Public Works	Drain System Improvements	$ 80,000	
Public Works	Drain System Repairs	$ 76,000	
Public Facilities	Maintenance Program	$ 482,000	
Fleet/Building	Core Fleet	$ 61,660	
Fleet/DPW	Core Fleet	$ 100,910	
Fleet/ DPW	Snow & Ice Equipment	$ -	
Fleet/DPW	Specialized Equipment	$ -	
Fleet/Fire	Specialized Equipment/Ambulance	$ 186,607	
Fleet/Public Facilities	Core Fleet	$ 27,346	
	Total Appropriation	$ 2,467,260	

Mr. Matthew D. Borrelli, Selectman, addressed this proposal on behalf of the Board of Selectmen. This article seeks $2,467,260 for General Fund Cash Capital. He reviewed the various capital items and advised that the Board of Selectmen unanimously supports Article 37.

Mr. Richard M. Reilly, member, addressed this proposal on behalf of the Finance Committee. He explained that the source of these dollars is Free Cash. He advised that the Finance Committee recommends adoption of this article, but takes no position on the School I-Pad initiative.

Unanimous consent was given to permit non-resident and School Superintendent Dan Gutekanst to address Town Meeting on the School I-Pad initiative. Mr. Gutekanst explained that mobile technology tools are becoming increasingly important. The appropriation will launch I-Pads for the sixth graders at High Rock School. This initiative integrates the use of an iPad into the middle school program beginning in grade 6 to: Incorporate organization & study strategies, Provide opportunities to communicate, collaborate, and create, Empower student ownership of their learning, Develop responsible digital citizenship skills. He noted that this is new and exciting territory and there may be some hiccups along the way. We are preparing students for their future – not our past.

Elizabeth Gregg, resident and non-town meeting member, spoke on behalf of many concerned parents of rising sixth graders. She expressed concern that we haven't heard enough about the I-Pad's use – only that it will be used as an organizational tool. More information is needed on the curriculum as well as the impact of social interaction on line. Mrs. Gregg suggested that there should be workshops on this new initiative.

In response to an inquiry from Mrs. Lois F. Sockol regarding use of the mini I-Pad, Mr. Gutekanst stated that the standard size is more convenient and has more utility of service. Mrs. Sockol supported the I-Pad initiative.

Also speaking in favor of the I-Pad initiative, Mr. Erik J. Bailey stated that he is the parent of a rising sixth grader and supports this project.

Mrs. Adelaide "Lita" C. Young suggested that the Mac Air or a laptop might be more useful.

A motion to amend the School Technology capital fund by deleting the sum of "$679,325" and inserting in place thereof the sum "$551,600" was offered by Mrs. Holly Anne Clark. Mrs. Clarke expressed concern that there are people who are saying this is a school tax. This is different than an athletic fee. She suggested taking a step back to learn more about this program.

Mr. David C. Harris rose in support of this program. He indicated that technology is essential to educating and we need to teach kids how to use technology responsibly.

In response to an inquiry from Mrs. Deborah S. Winnick regarding the method for families who can or cannot afford to purchase an I-Pad, Mr. Gutekanst stated that there will be an I-Pad for every child and every sixth grader will fill out an application.

After a brief discussion, a motion to move the previous question on both the main motion and the motion to amend was offered by Mr. Steven M. Rosenstock. The motion to move the previous question which requires a two-thirds vote was presented, but the Moderator was in doubt as to the voice vote. The motion was again presented and the Moderator was still in doubt. The following tellers were sworn by the Moderator: Barry Coffman and Carol A. Fachetti. The motion was presented for a third time and carried by the two-thirds required vote by a count of hands. The hand count was Aye 154 – Nay 41.

Mrs. Clarke's motion to amend was presented, but the motion failed to pass on a voice vote.

ACTION: The main motion was presented and carried by majority vote on a voice vote declared by the Moderator.

ARTICLE 38: APPROPRIATE FOR PUBLIC WORKS INFRASTRUCTURE PROGRAM

To see if the Town will vote to raise and/or transfer and appropriate the sum of $800,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article Information:

STREET RESURFACING *This purpose of this program is to improve the structural and surface integrity of the Town's miles of accepted streets. The primary strategy of this program is asphalt paving and incidental work, such as asphalt berm curb, new grass shoulders, corner reconstruction including handicapped ramps, minor drainage improvements, street sign replacement, traffic markings and signs.*

TRAFFIC SIGNAL & INTERSECTION IMPROVEMENTS *This program funds traffic signal and intersection improvements, and new traffic signal installations.*

COMBINED SIDEWALK PROGRAM *This Program funding addresses the failing network of sidewalks throughout the community. There are over 160 miles of accepted sidewalks in Needham. Over half of the Town's sidewalks do not comply with current standards and require significant improvements including the installation of handicapped ramps.*

STORM DRAIN CAPACITY IMPROVEMENTS *This program provides funding to improve roadway drainage capacity. The Town has identified and prioritized a number of areas throughout Needham where improvements are required to resolve flooding problems and illicit discharge. These measures include installation of additional storm drains, and storm drain replacement, extension, and capacity increases.*

BROOKS AND CULVERTS – REPAIR AND MAINTENANCE *This repair and maintenance program was developed to address flooded and poor draining brooks, streams, waterways and culverts throughout the Town that have been severely damaged by heavy rains/storms.*

Unless circumstances dictate otherwise, fiscal year 2015 funding will be directed to street resurfacing, sidewalk improvements, and storm drain capacity improvements.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $800,000 for improvements and repairs to the Town's infrastructure including but not limited to roads, bridges, sidewalks, intersections, drains, brooks and culverts, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7.

Mr. John A. Bulian, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that this article includes sidewalk repairs, street resurfaces, and storm drain repairs. The Board of Selectmen unanimously recommends adoption.

Mr. Richard A. Zimbone, member, addressed this proposal on behalf of the Finance Committee. He noted that this is a five-year plan. He recommended adoption on behalf of the Finance Committee.

ACTION: The main motion was presented and passed by two-thirds vote declared by the Moderator on a voice vote.

ARTICLE 39: APPROPRIATE FOR CENTRAL AVENUE/ELLIOT STREET BRIDGE DESIGN

To see if the Town will vote to raise and/or transfer and appropriate the sum of $900,000 for engineering and design for the reconstruction or repair of the Central Avenue/Elliot Street bridge, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7; or take any other action relative thereto.

Article Information: In the spring of 2013, this bridge was identified by the Commonwealth as having structural deficiencies. Upon receiving this information, the Town of Needham and the City of Newton engaged a structural engineer to further evaluate the bridge. A report by the structural engineer was completed in the late summer of 2013 and indicates that further monitoring is necessary to determine what action needs to be taken with this bridge. The Town of Needham has engaged a consultant to monitor the bridge for a period of six months to determine the extent of the structural deficiency. It is possible that if the result of that monitoring indicates that the bridge is in need of major repair or replacement, the Town will need to perform engineering and design services in the summer of 2014, with construction to follow, in order to ensure the safety of this bridge. The budgetary figure indicated for design and engineering is based on the most costly option for repair/replacement, should both communities choose to take that option.

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $900,000 for engineering and design for

the reconstruction or repair of the Central Avenue/Elliot Street bridge, to be spent under the direction of the Town Manager, and to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow said sum under M.G.L., Chapter 44, Section 7.

Mrs. Marianne B. Cooley, Selectman, addressed this proposal on behalf of the Board of Selectmen. She explained that the ultimate cost for the repair of the Central Avenue/Elliot Street bridge will be shared by both communities.

Mr. Richard A. Zimbone, member, stated that the Finance Committee unanimously recommends approval of this proposal. He noted that the blue tree has been around a long time and is in need of replacing just as the bridge has been around a long time. The bridge is in poor condition and while it is not going to fall down, it does need work.

In response to an inquiry from Mr. Michael L. Verdun, Mrs. Cooley advised that neither state nor federal funding has been identified for this project.

Messrs. David P. Montgomery and Artie C. Crocker rose in support of this article. Mr. Crocker suggested that he would like clarification on what the City of Newton is doing to fund this project. Ms. Cooley stated that Newton will offer support at the next stage.

After a brief discussion, a motion to move the previous question was offered by Mr. Ford H. Peckham. The motion was presented and carried by two-thirds vote declared by the Moderator on a voice vote.

ACTION: The main motion was presented and passed by a two-thirds vote declared by the Moderator on a voice vote.

ARTICLE 40: APPROPRIATE FOR RTS ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $321,095 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and that said sum be transferred from RTS Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Fleet	Large Specialty Equipment	$ 215,316	
RTS	Message Boards	$ 30,000	
RTS	Transfer Station Office Trailer	$ 75,779	
	Total Appropriation	$ 321,095	

Article Information:

FLEET REPLACEMENT - SPECIALTY EQUIPMENT

Unit	Division	Year	Existing Description	Request Description	Hours	Cost
93	RTS	2004	Screener	Same	4,370	$215,316

MESSAGE BOARD *Currently the Public Works Department has three mobile message boards that are used for large construction projects. These message boards are removed from construction projects and relocated to various sites in Town when requested for non-construction notifications to residents and commuters. The existing message boards are difficult to maneuver, time consuming to program, and are often unavailable for non-emergency notices. This request will support a pilot program of permanently installed message boards to be used to communicate with residents in their cars and on the streets. These message boards will have the capacity to be programmed remotely and simultaneously from a Town work station or a laptop, and will help to eliminate competition for the current message boards.*

TRANSFER STATION OFFICE TRAILER *The current working conditions for staff in the main office at the RTS are sub-standard. The supervisor's office is isolated from day-to-day operations and staff activity, making supervision and oversight challenging. The proximity of the main office to the tipping floor results in odors from transfer station building migrating into the office area, and the air filtration system in the main office is inadequate and incapable of ameliorating the odor problem. The facility has inadequate space for the office and customer reception area (current total combined space for both functions is 169 square feet) neither of which is ADA accessible. The plumbing in the staff restroom occasionally freezes in the winter, and restroom conditions are poor and not ADA compliant. This proposal is for the purchase and installation of a temporary 12' x 44' office trailer, to be situated to the Northeast of the transfer station building. The trailer will immediately improve working and operation conditions and will be placed so that it will not interfere with, and can be used during, future expansion of the transfer station building. The trailer will provide an improved customer reception area, improved office areas, and an ADA compliant restroom. The cost estimate includes the purchase price and setup costs for the trailer, and electrical, sewer, and water tie-ins. An evaluation of the entire facility will be conducted as part of the on-going facility master planning process. The acquisition of a trailer is a measure designed to immediately improve the working conditions of staff and enhance the user experience for the public.*

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $321,095 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and that said sum be transferred from RTS Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Fleet	Large Specialty Equipment	$ 215,316	
RTS	Message Boards	$ 30,000	
RTS	Transfer Station Office Trailer	$ 75,779	
	Total Appropriation	$ 321,095	

Mr. John A. Bulian, Chairman, addressed this proposal on behalf of the Board of Selectmen. He explained that there is a reserve for unexpected expenses. This article provides for a new screener, a Message Board and a Transfer Station Office Trailer. He stated that the Board of Selectmen unanimously recommend adoption of this article.

Louise L. Miller, member, recommended adoption of this article on behalf of the Finance Committee. She noted that the screener will pay for itself over its lifetime.

In response to an inquiry from Mr. William R. Dermody, Mr. Bulian advised that the article should say "Board". A motion to amend the main motion by removing the "s" from "Message Boards".

The motion to amend was presented and passed by unanimous vote.

ACTION: The main motion, as amended, was presented and carried unanimously by voice vote.

VOTED: That the Town vote to raise and/or transfer and appropriate the sum of $321,095 for RTS Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, and that said sum be transferred from RTS Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Fleet	Large Specialty Equipment	$ 215,316	
RTS	Message Board	$ 30,000	
RTS	Transfer Station Office Trailer	$ 75,779	
	Total Appropriation	$ 321,095	

ARTICLE 41: APPROPRIATE FOR SEWER ENTERPRISE FUND CASH CAPITAL

To see if the Town will vote to raise and/or transfer and appropriate the sum of $398,000 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Sewer Alarm System Upgrade	$ 258,000	
Sewer	Pump Station Improvements	$ 90,000	
Sewer	Service Connections	$ 50,000	
	Total Appropriation	$ 398,000	

Article Information:

SEWER ALARM SYSTEM UPGRADE *The Sewer Alarm system upgrade includes the implementation of a Supervisory Control & Data Acquisition (SCADA) System. The Town's Sewer SCADA system will collect data from various sensors from all of the sewer lift stations that will enable operators to efficiently manage and control the operations of the station from a central or remote location. The upgraded alarm system will provide dispatchers with more details about the type of alarm, which will enable them to better prepare the call person when responding. A request for the funding a study for the sewer alarm upgrade was approved at the May 2012 Annual Town Meeting and was completed in the fall of 2012.*

SEWER PUMP STATION IMPROVEMENTS *This project will fund the replacement of a programmable logistic controller (PLC) at the West Street Sewer Pump Station. The PLC receives input data from various sensors that is used for the automation of electromechanical*

processes within the pump station. The PLC also stores historical data. The station is currently operating with a back-up controller that is basic in design. It controls the on/off operations of the pump only. The controller does not record data (flows and alarms) and there is no digital display of the operations (wet well level, mode of operations, etc.). Replacement of the non-functioning PLC is an essential component of the SCADA system proposed for funding in FY2015.

SEWER SERVICE CONNECTIONS *There are approximately 100 homes with access to sewer that are not connected to the Sewer System because the owner has chosen not to connect. The purpose of this request is to provide the lateral sewer line from the sewer main to the property line so that homeowners can connect should they choose to, or should their septic system fail. The lateral sewer lined are planned to be installed prior to road reconstruction/paving projects. The cost for these service installations are not typically included in road construction estimates, and, in the case of Chapter 90 Projects, the costs are not eligible for reimbursement.*

MOVED: That the Town vote to raise and/or transfer and appropriate the sum of $398,000 for Sewer Enterprise Fund Cash Capital, to be spent under the direction of the Town Manager, said sum to be transferred from Sewer Enterprise Fund retained earnings; or take any other action relative thereto:

Group	Description	Recommended	Amendment
Sewer	Sewer Alarm System Upgrade	$ 258,000	
Sewer	Pump Station Improvements	$ 90,000	
Sewer	Service Connections	$ 50,000	
	Total Appropriation	$ 398,000	

Mr. John A. Bulian, Chairman, addressed this proposal on behalf of the Board of Selectmen. He advised that this proposal is funded through the Sewer Enterprise Fund retained earnings. The Board of Selectmen unanimously recommends adoption.

Louise L. Miller, member, advised that the Finance Committee supports this article. The Sewer Alarm System Upgrade is a very simple upgrade and will eliminate one step, better inform the call person, and reduce overtime. The funding for the Pump Station Improvements is to replace a programmable logistic controller (PLC) at the West Street Sewer Pump Station. The purpose of the Service Connections funding is to provide the lateral sewer line from the sewer main to the property line so that homeowners can connect should they choose to, or should their septic system fail.

In response to an inquiry from Mr. Joshua W. Levy, Mr. Bulian indicated that if a sewer septic system fails, the resident could either make the lateral connection or install a new sewer septic system. However, the lateral is too expensive.

ACTION: The main motion was presented and carried unanimously by voice vote.

Article 42 was adopted by unanimous consent on Monday, May 5, 2014.

ARTICLE 43: APPROPRIATE TO ATHLETIC FACILITY IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate the sum of $40,695 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

Article Information: The 2012 Annual Town Meeting authorized the creation of an athletic facility stabilization fund to set aside capital funds for renovation and reconstruction of the Town's athletic facilities, particularly Memorial and DeFazio. The March 31, 2014 balance in the fund was $900,809.

MOVED: That the Town vote to raise, and/or transfer and appropriate the sum of $40,695 to the Athletic Facility Improvement Fund, as provided under Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy.

Mrs. Marianne B. Cooley, Selectman, addressed this proposal on behalf of the Board of Selectmen. She stated that the Board of Selectmen unanimously recommends adoption.

Mr. Richard M. Reilly, member, addressed this proposal on behalf of the Finance Committee. He noted that those fields using synthetic turf are not eligible for Community Preservation Committee funding.

ACTION: The main motion was presented and carried by majority vote declared by the Moderator on a voice vote.

ARTICLE 44: APPROPRIATE TO CAPITAL IMPROVEMENT FUND

To see if the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy; or take any other action relative thereto.

Article Explanation: Under Article 58 of the May 2004 Annual Town Meeting, the Town voted to establish the General Fund Cash Capital Equipment and Facility Improvement Fund for the purpose of setting aside funds for future capital investment. Over time, as the fund grows and is supported, it will be one of the tools in the overall financial plan of the Town. Maintaining and supporting such funds is looked upon favorably by the credit

rating industry. The March 31, 2014 balance in the fund was $649,886.

MOVED: That the Town will vote to raise, and/or transfer and appropriate a sum to the Capital Improvement Fund, as provided under M.G.L., Ch. 40, Sec. 5B as recently amended by Section 14 of Chapter 46 of the Acts of 2003 and Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the tax levy.

Article 44 was previously withdrawn on Monday, May 5, 2014.

ARTICLE 45: APPROPRIATE TO CAPITAL FACILITY FUND

To see if the Town will vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 40, Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the Tax Levy; or take any other action relative thereto.

Article Information: Established at the 2007 Annual Town meeting, this fund is intended to be part of the Town's planning strategy for addressing capital facility maintenance needs by providing a reserve to address extraordinary building repairs and related expenses at times when other resources are unavailable. The purpose of this fund is to allow the Town, from time to time, by appropriation, to reserve funds for design, maintenance, renovation or reconstruction relating to the structural integrity, building envelope or MEP (mechanical, electrical, plumbing) systems of then existing capital facilities. The March 31, 2014 balance in the fund was $1,295,268.

MOVED: That the Town vote to raise and/or transfer and appropriate a sum to the Capital Facility Fund as provided under the provisions of M.G.L. Chapter 40, Section 5B as amended by Section 14 of Chapter 46 of the Acts of 2003, and as further amended by Section 19 of Chapter 140 of the Acts of 2003, said sum to be raised from the Tax Levy.

Article 45 was previously withdrawn on Monday, May 5, 2014

ARTICLE 46: OMNIBUS

To see if the Town will vote to raise by taxation, transfer from available funds, by borrowing or otherwise, such sums as may be necessary for all or any of the purposes mentioned in the foregoing articles, especially to act upon all appropriations asked for or proposed by the Selectmen, or any Town officer or committee, to appoint such committees as may be decided upon and to take action upon matters which may properly come before the meeting.

MOVED: Under the Omnibus article the following non-binding resolution was offered by Mr. Ronald W. Ruth: Resolved that the Town Meeting directs the Board of Selectmen, School Committee and Finance Committee to revisit the School I-Pad program with a goal of reducing the financial burden on parents.

Mr. Ruth suggested that the discussion tonight suggested reducing the burden on parents for these I-P ads. Mrs. Carol I. Urwitz rose in support of this non-binding resolution. She indicated that public education should be public education.

ACTION: The motion was presented and carried by majority vote on a voice vote declared by the Moderator.

At this time the Moderator thanked the Finance Committee for their solid work over the course of the year; the Board of Selectmen, the Planning Board, the Community Preservation Committee, and the many groups of volunteers who spend many hours working for our community. He thanked the Town Manager, Kate Fitzpatrick, who has grown and become a fine Town Manager. He thanked Tedi Eaton, the Town Clerk, and her staff for taking attendance and keeping the official record of the Town. He thanked the pages Cassie Wade, Kayla Scheib, and Hanna Kenny. He also thanked Pat Thornton and the custodial staff and Building Monitor Stephan Grably And last but not least Mark Mandel and the Needham Cable Channel for setting up and running the cameras as well as broadcasting and recording our meetings;

The moderator commented on this Annual Town Meeting's interesting three sessions which showed curiosity, interest and compassion. He thanked Town Meeting Members for allowing everyone to feel comfortable standing up and sharing with their neighbors.

At 10:25 P.M. Mr. John A. Bulian on behalf of the Board of Selectmen moved to dissolve the Annual Town Meeting with the following Resolutions:

THE FOLLOWING RESOLUTION

Was offered

In memory of
John "Bud" Ryan

WHEREAS: John "Bud" Ryan was born and raised in Brighton, Massachusetts. He graduated from Boston College High School in 1937 and the College of the Holy Cross in Worcester, Massachusetts in 1941. Bud served in the U.S. Army in the China-Burma Theatre in a signal battalion from 1942 to 1945; and

WHEREAS: In 1953, Bud and his wife, Helen settled in Needham where they raised their eight children, Mary Pat, Ellie, Maureen, Susan, Christine, John, Tom, and Jean; and

WHEREAS: After serving in the Army, Bud returned to Brighton where he became a partner with his sister in the insurance agency founded by his father in 1922. Bud served as president of the Brighton Cooperative bank for ten years, and served as a director for 35 years. He also served on the Brighton Board of Trade for 20 years, including terms as treasurer and president; and

WHEREAS: Bud was an active member of St. Joseph's Parish, including service on the church council. He was involved at Regis College, where two of his sisters and four of his daughters attended, spending twelve years on the Board of Trustees. He also served on the Board of Mount Saint Joseph Academy, and was active with the BC High Alumni Association, the HC Club of Boston, and Blessed John XXIII National Seminary; and

WHEREAS: Bud was passionate about his alma mater, the College of the Holy Cross, where he served as the alumni chairman of his class for 41 years, as president of the Varsity Club, and Chairman of the General Alumni Association. Bud was the recipient of the College's highest honor, the In Hoc Signo Award, for alumni who give generously of their time and talents. Bud is one of only two alumni honored by the College with a room dedicated in his name; and

WHEREAS: In 2008, Bud Ryan received the Richard Patton Melick Award in recognition of his long service to the community. He served four years as a member of the Board of Assessors, nine years as a School Committee Member, three years as a member of the Personnel Board, and 28 years as a Town Meeting Member during the period 1964 through 1992;

NOW THEREFORE, be it resolved by this body that the 2014 Annual Town Meeting be dissolved in honor of the many civic and community contributions of Bud Ryan to the Town of Needham.

THE FOLLOWING RESOLUTION

was offered

In Memory of
Barbara Popper

WHEREAS: Barbara (Krouner) Popper was born in Albany, New York and grew up in Valley Stream, Long Island. Studying English, she graduated from Albany State College and received her Master's Degree from Boston University; and

WHEREAS: Barbara settled in Needham with her husband Steve in 1967 where they raised their four children, Jeffrey, Nancy, Lee and Sarah. Barbara and her family traveled for extended periods for Steve's work assignments, including to Germany, Italy and California, and always returned to Needham; and

WHEREAS: Barbara was a tireless advocate for children, families, and those with special needs. She helped found the non-profit organization Children in Hospitals, succeeding in changing the way hospitals accommodate the role of families, and improving the care of all children, especially those with special health care needs. She was also a champion of the La Leche League, providing support and encouragement to countless young mothers over her lifetime; and

WHEREAS: Barbara taught English at the elementary and junior high school level, both in New York and in the Boston area. She later worked for UNICEF, once representing that agency on assignment in Pakistan. Later in life she served as a project manager for The Federation for Children with Special Needs; and

WHEREAS: Barbara was an active member of the League of Women Voters, where she played a prominent role in improving the Town's recycling efforts, and served on the Board of the Friends of the Needham Library. Barbara was passionate about her family, helping those less fortunate, and reading the New York Times; and

WHEREAS: Barbara served as a member of the Youth Commission for eleven years, from 1990 to 2001, and as a Town Meeting Member for 29 years, from 1983 to 2011;

NOW THEREFORE, be it resolved by this body that the 2014 Annual Town Meeting be dissolved in honor of the many civic and community contributions of Barbara Popper to the Town of Needham.

ACTION: At 10:25 P.M. on Monday, May 12, 2014, the Resolutions were presented and carried unanimously by voice vote.

Theodora K. Eaton, MMC
Town Clerk

A true copy
ATTEST:

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